



A G E N D A

July 19, 2018
2:00 p.m.

Meeting will be held at:

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

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

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Corporation (MCWIC) website at <http://www.maderaworkforce.org/mcwic-meetings-and-agenda/>. These documents are also available at the 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 – May 24, 2018.

7.0 Closed Session

7.1 Request for Closed Session: Public Employee Appointment Pursuant to Government Code 54957 – Title of Position: MCWIC Interim Deputy Director

8.0 Action Items

8.1 2018 – 2019 Proposed Staffing Plan

- 8.2 Consideration of the approval of the preliminary 2018-2019 fiscal year budget.
- 8.3 Consideration of the approval of the revised non-exempt salary schedule.
- 8.4 Interim Deputy Director compensation package discussion.
- 8.5 Consideration of the approval of new classification and job description for Administrative Support Assistant and the reclassification of a Workforce Assistant to the Administrative Support Assistant classification.
- 8.6 Consideration of the approval of new classification and job description for Disability Resource Coordinator (DRC) and the temporary reclassification of a current Business Specialist to the DRC classification.
- 8.7 Consideration of the approval of the employment status change for the current Principal Accounting Technician from regular part-time, .63 FTE employment to regular full-time employment as of July 1, 2018 which will increase personnel costs for the position by \$21,251.27.
- 8.8 Consideration of the approval of the revised MCWIC Conflict of Interest Code to include mandatory Whistleblower Protections language.
- 8.9 Consideration of the approval for the revised Accounting & Financial Policies and Procedures Manual to include aligning language for the Form 990 to align with the Form 990 IRS requirements, update Board approval language for 10% by budget category by funding source changes on budget modifications, align language for Micro-Purchases and maximum threshold amount for Authorization and Purchasing Limits with actual OMB procurement requirements, and update language in Establishment of Control Devices in the Accounts Payable Management Section to include the use of Requisition documents.
- 8.10 Consideration of the approval of the revised Executive Director job description to revise the Physical Demand section.

9.0 Information Items

- 9.1 Workforce Development Board (WDB) of Madera County Update
- 9.2 MCWIC Year-to-Date Financial Reports Update
- 9.3 Grants/Projects Update
- 9.4 Program Update
- 9.5 MCWIC Climate Survey Update
- 9.6 Executive Director Search Process Discussion
- 9.7 MCWIC Board of Director Member Recruitment

10.0 Written Communication

11.0 Open Discussion/Reports/Information

- 11.1 Committee Members
- 11.2 Staff

12.0 Next Meeting

August 23, 2018

13.0 Adjournment



MINUTES

May 24, 2018

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

PRESENT: Debi Bray, Lindsay Callahan (2:07), Bob Carlson, Roger Leach, Mattie Mendez

ABSENT: Victor Gonzalez, Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:00 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Staff requested the addition of action item 7.6 – Fiscal Actions for Transition. This item includes items which are critical for business.

Roger Leach moved to add item 7.6 to the agenda, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Roger Leach, Mattie Mendez

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 Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Roger Leach, Mattie Mendez

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – April 26, 2018.

6.2 Consideration of approval of the MCWIC meeting minutes – May 17, 2018.

Roger Leach moved to approved items 6.1 and 6.2, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Roger Leach, Mattie Mendez

7.0 Action Items

7.1 Consideration of approval for the revised Accounting & Financial Policies and Procedures Manual to include aligning language for the Form 990 to align with Form 990 IRS requirements, update Board approval language for 10% by grant/line item changes on budget modifications, align language for Micro-Purchases and maximum threshold amount for Authorization and Purchasing Limits with actual OMB procurement requirements and update language in Establishment of Control Devices in the Accounts Payable Management Section to include the use of Requisition documents.

The Accounting & Financial Policies and Procedures manual was reviewed and provided with the proposed revisions. The document was revised to bring it to alignment with the Employment Development Department (EDD) procurement guidelines and the OMBs. Revisions were made within the purchasing limits table. Amounts of purchases greater than \$500 was changed to \$3,000 for regular purchases - \$2,000 in cases of acquisitions for construction. Staff always get comparative quotes when considering purchases. Supervisors write up and sign requisitions for purchases. The Executive Director signs purchases orders. Mattie Mendez suggestion that the < (greater than arrow symbol) be removed and instead use “\$0 to \$3,000” so that it is clearer to the reader. Language was added to a Note under Establishment of Control Devices that refers to direct pay instances. In those instances, a purchase may be placed via a requisition without a purchase order. Language was revised and added to the Review of Form 990 by Board of Directors section of the document to reflect the IRS requirements for the Form. The Board and staff reviewed the proposed revision for this section. The IRS does not require that the Form be approved by the Board but rather it should be reviewed and accepted by the Board. It was suggested that “and approved” be removed in the first sentence. The second sentence was included for those instances where staff may come up against a filing deadline where it may be necessary to submit the Form before the Board is able to review and accept the Form. The Budget Modifications section was revised from an overall net change of more than \$5,000 to an overall net change to the budget of more than 10%. Staff needed more clarification as to the Board’s preference for the change to this section. The Board clarified that the revision to this section was meant to state that budget revisions submitted to the Board would be by grant budget category – not overall budget. Staff will need to go back to this section and revise the language to reflect the changes by funding source. Due to the need to revise the document to the correct budget modification language, the Board suggested that item be tabled so that staff could properly revise the document and bring back to the Board.

Mattie Mendez moved to table item 7.1 to the June 2018 Board meeting, seconded by Bob Carlson.

Vote: Item tabled – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.2 Consideration of approval of the non-exempt and exempt salary schedules.

Staff were previously asked to identify and separate those staff who were employed through Madera County Office of Education (MCOE) and transferred to MCWIC after the separation from those staff who are hired as new MCWIC employees as well as providing a salary schedule for non-exempt positions. Staff clarified that new hires for MCWIC are not eligible for Bilingual or Master Degree stipends and that those references should be removed from the document however, some new MCWIC staff may be eligible for cellular phone stipends. Information on these employee positions and stipends is also included in the Employee Handbook. Non-exempt employees do not receive longevity. They would receive a raise in cases where a COLA was applied or a one-time increase. If a new non-exempt employee were to be hired, a new salary schedule would be created under MCWIC and would be separate for those existing position that transferred over from MCOE.

Lindsay Callahan moved to approve the salary schedules with the removal of the Bilingual and Master Degree stipend from MCWIC employee salary schedule, Seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.3 Consideration of approval of the employment status change for the current Principal Accounting Technician from Regular Part-Time employment to Regular Full-Time employment as of July, 2018.

This employee was employed and carried over from MCOE. The Board requested information on what the change to the employment status would look like to the budget. The position is reflected on the MCOE salary schedule and reflects what that position is currently making and not what the salary would be once the change took effect. If the status change is approved, the salary schedule would also need to be revised. Staff inadvertently miscalculated and listed the Principal Accounting Technician's salary information on the Schedule incorrectly. This position is eligible for health and retirement benefits. The Board suggested that staff take this item and information and revise the schedule to reflect the correct dollar amounts and bring back the information at the June meeting.

Bob Carlson moved to table item 7.3, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.4 Consideration of approval of a compensation package for Tracie Scott-Contreras, Interim Executive Director, effective June 1, 2018.

Tracie was appointed Interim Director effective June 1, 2018. Debi Bray recommended that no less than between \$10,000 to \$12,000 added to Tracie's current annual salary would be appropriate for her Interim Executive Director salary. Tracie has been with Workforce for approximately 32 years. Mattie Mendez calculated the difference between Tracie's current salary and the high end for the Executive Director salary and suggested that the Interim Director's salary be increased by \$1,400 per month. Elaine Craig asked for clarification as to why the pay would be effective June 1st since it would essentially be "double dipping" Executive Director salaries since she would still be on duty until June 12, 2018. The Board felt it acceptable since Tracie would be working in the capacity of the Interim Executive Director as of June 1, 2018.

Mattie Mendez motioned that \$1,400 increase per month for the Interim Executive Director effective June 1, 2018, seconded by Lindsay Callahan.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.5 Consideration of approval of the resignation/removal of Victor Gonzalez as a MCWIC Board member.

Staff were notified by Wells Fargo that Victor Gonzalez is no longer working for them and that the Board should proceed as they see fit. Victor has missed 3 consecutive meetings and per the Bylaws, this would constitute removal from the MCWIC board. Staff have reached out to Victor but have not heard from him. Wells Fargo wants to continue to be involved in the Workforce system.

Mattie Mendez moved to remove Victor Gonzalez from the Board, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

7.6 Fiscal Actions for Transition

Staff requested the approval of fiscal actions related to the transition due to the resignation of the Elaine Craig, Executive Director: close business credit card associated with Elaine M. Craig, remove Elaine

Craig from bank accounts effective 6/13/18, approve new bank authorization for facsimile signatures and approve signatory authority of Interim ED, Tracie Scott-Contreras.

Roger Leach moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Lindsay Callahan, Roger Leach, Mattie Mendez

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

There are no updates from the WDB since the board hasn't met since the last update.

8.2 MCWIC Year-to-Date Financial Reports Update

Information provided within the agenda packet.

8.3 Grants/Projects Update

Information provided within the agenda packet. MCWIC was invited to apply for a Wells Fargo grant. This will be the 4th time MCWIC applies. If funds are granted, they would be used to fund the GED/HiSET class.

8.4 Program Update

Information provided within the agenda packet.

8.5 501c3 Non-profit Status Ad Hoc Committee Update

The Committee has not met since the initial meeting. Staff will wait until the year end to meet and gather additional information.

8.6 MCWIC Climate Survey Update

The survey was inadvertently left out of the agenda packet. Staff will forward the information to the Board in the near future.

8.7 MCWIC Organizational Chart Update

Staff provided the updated organizational chart. The Board requested to see an organization flowchart for the Board and suggested that staff could place it on the back of the MCWIC organizational chart for convenience.

8.8 Board Governance

Board governance documents were provided within a packet. The Directors were asked to sign the Board Agreement and turn it in to staff. At this time, there are 3 seats on the Board available. They bylaws state that the MCWIC Board may consist of up to 9 members. The Directors will help recruit for new members.

8.9 Discussion Related to Procurement for Single Audit and Financial Statements

Jessica Roche, Fiscal Manager, informed the Board that there is not enough time to do a procurement for the single audit as the next audit is scheduled for August. Staff will start a procurement process in November for the next audit.

9.0 Closed Session

9.1 Conference with legal Counsel – Anticipated litigation

Significant Exposure to litigation pursuant to Government Code section 54956.9(d)(2)

Number of cases: 1

Roger Leach motioned to close the open session and enter into closed session at 2:43 p.m., seconded by Mattie Mendez.

a. Closed Session Report Out by MCWIC Chair

Open session reconvened at 3:09 p.m. Debi Bray reported that there were no reportable actions taken during the closed session.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

None.

11.1 Committee Members

None.

11.2 Staff

None.

11.0 Next Meeting

June 28, 2018

12.0 Adjournment

Roger Leach moved to adjourn at 3:35 p.m., seconded by Bob Carlson.



Agenda Item 8.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Interim Executive Director

Date: July 19, 2018

Subject: 2018-19 Proposed Staffing Plan

Recommendation:

Staff are requesting that the staffing changes outlined below be approved for PY 2018-19.

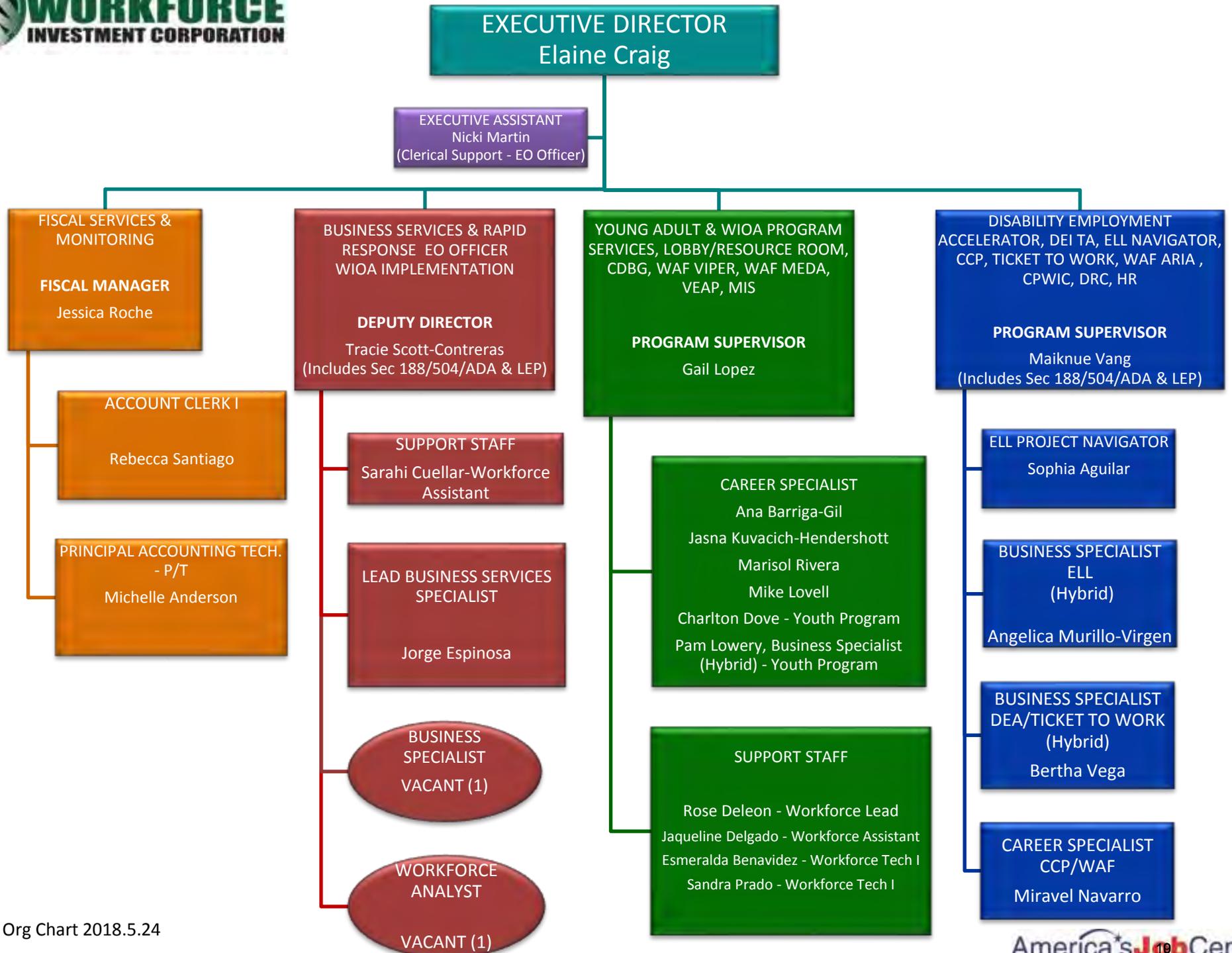
Summary:

To address staffing needs that are both on-going and related to the current vacancy of the Executive Director position, staff are proposing the following changes:

1. Appoint current Program Supervisor to Interim Deputy Director (temporary – budget impact to be determined based on compensation recommended by Board).
2. Temporarily reclassify a current Business Specialist to the Disability Resource Coordinator position (approximate impact to budget \$8,000 per year).
3. Change the status of a current Principal Accounting Technician from part-time (.63 FTE) to full-time (on-going; annual budget impact \$21,251).
4. Reclassify a current Business Specialist to a Career Specialist to support the ELL grant and general WIOA program operations (on-going; zero impact to annual budget).
5. Reclassify a current Workforce Assistant to the Administrative Support Assistant position (on-going; annual budget impact \$3,362).
6. Recruit to fill the vacant Workforce Technician II position (on-going; annual budget impact \$34,807).

Financing:

Workforce Innovation and Opportunity Act and Other Grants/Contracts





INTERIM EXECUTIVE DIRECTOR
Tracie Scott-Contreras

EXECUTIVE ASSISTANT
Nikki Martin
(Clerical Support - EO Officer)

ADMINISTRATIVE SUPPORT ASSISTANT
Sarahi Cuellar

FISCAL SERVICES & MONITORING
FISCAL MANAGER
Jessica Roche

ACCOUNT CLERK I
Rebecca Santiago

PRINCIPAL ACCOUNTING TECH.
Michelle Anderson

BUSINESS SERVICES, RAPID RESPONSE, EO OFFICER, HR, CPWIC, DISABILITY EMPLOYMENT ACCELERATOR, DEI TA, ELL, CCP, TICKET-TO-WORK, WAF(3), VEAP
INTERIM DEPUTY DIRECTOR
Maiknue Vang
(Includes Sec 188/504/ADA & LEP)

ELL PROJECT NAVIGATOR
Sophia Aguilar

DISABILITY RESOURCE COORDINATOR
Bertha Vega (Temp Assignment)

LEAD BUSINESS SERVICES SPECIALIST
Jorge Espinosa

BUSINESS SPECIALIST
Pam Lowery (Youth Hybrid)
Erick Flores

CAREER SPECIALIST
Angelica Murillo-Virgen (ELL/WIOA)
Miravel Navarro (CCP/WAF)
Mike Lovell (WAF/VEAP/WIOA)

WORKFORCE ANALYST
VACANT (1)

YOUNG ADULT & WIOA PROGRAM SERVICES, LOBBY/RESOURCE ROOM, MIS
PROGRAM SUPERVISOR
Gail Lopez

CAREER SPECIALIST
Ana Barriga-Gil
Jasna Kuvacich-Hendershott
Marisol Rivera
Charlton Dove - Youth Program

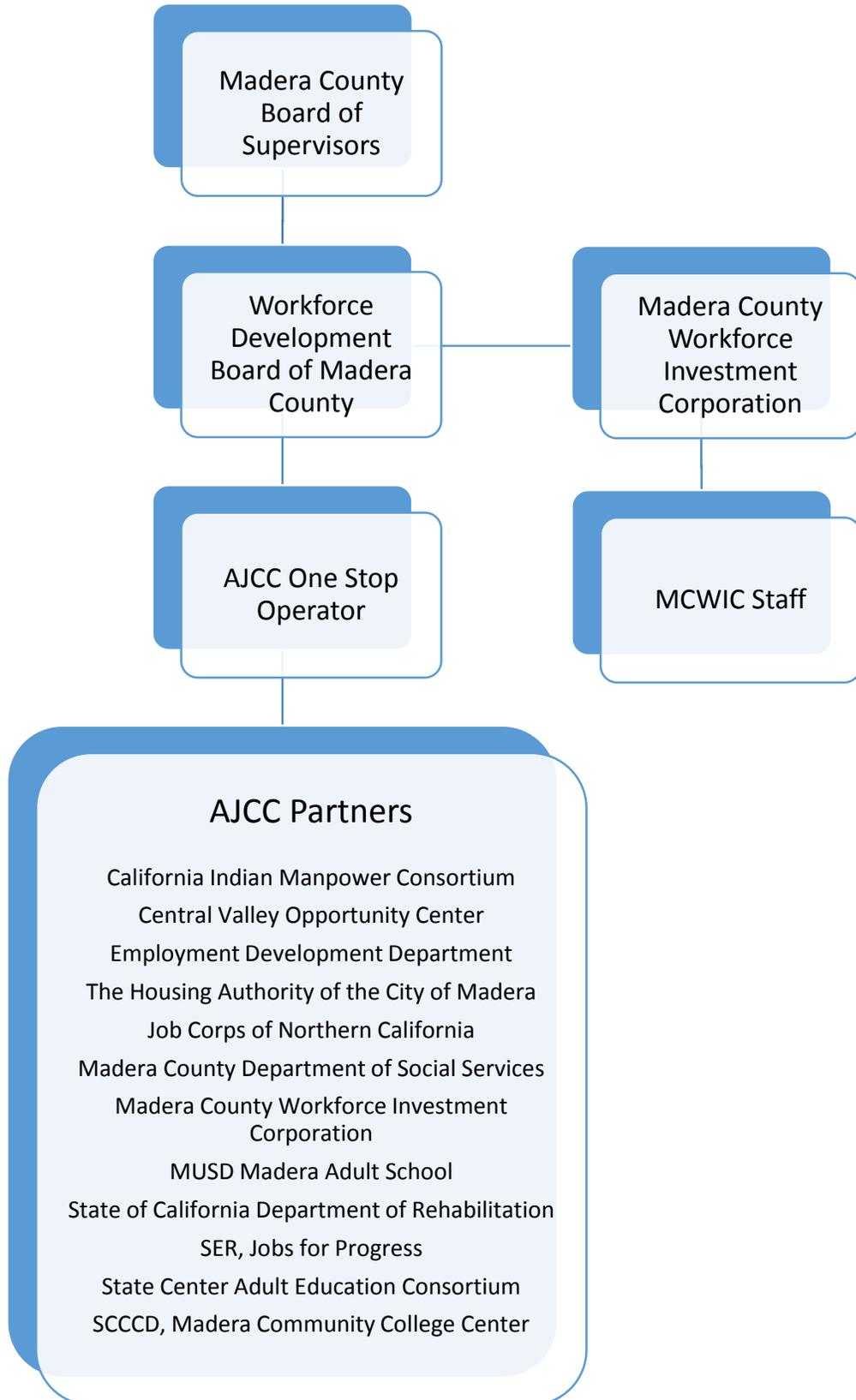
SUPPORT STAFF
Rose Deleon - Workforce Lead
Jaqueline Valadez - Workforce Assistant
Esmeralda Benavidez - Workforce Tech I
Sandra Prado - Workforce Tech I

SUPPORT STAFF
Workforce Tech II
VACANT (1)

PROGRAM SUPERVISOR
Vacant (1)



GOVERNANCE ORGANIZATIONAL CHART



Account Code	Account Title	Budget FY 17-18 (approved 4.26.18)	Budget FY 18-19 Proposed	Increase/(Decrease)	% Difference
Revenue					
4000	Grant Revenue	3,564,726	2,874,248	(690,478)	-19%
4100	Contribution Revenue	-	-	0	0%
4300	Other Income	821,547	722,643	(98,904)	-12%
4500	<u>Interest Revenue</u>	-	-	0	0%
Total Revenue		4,386,273	3,596,891	(789,382)	-18%
Expenditures					
5100	Staff Salaries	1,363,860	1,468,670.12	104,810	8%
5111	Employer Medicare Expense	20,654	21,296	641	3%
5112	Social Security Employer Exp	88,016	91,058	3,042	3%
5115	CA Unemployment Insurance Exp	5,870	6,468	598	10%
5116	CA Training Tax Expense	165	196	31	19%
5120	Workers Compensation Expense	15,568	13,659	(1,910)	-12%
5130	Group Health Insurance Expense	115,011	175,968	60,956	53%
5140	Employers 457 Expense	74,181	88,120	13,940	19%
5160	Group Dental Insurance	12,150	14,395	2,245	18%
5170	Group Vision Insurance	2,832	3,195	363	13%
5180	Group Life Insurance	787	1,014	227	29%
5200	Materials and Supplies	55,236	23,608	(31,629)	-57%
5210	Facility Materials and Supplies	-	2,200	2,200	100%
5220	Client Materials and Supplies	-	108,600	108,600	100%
5300	Rent Expense	241,765	243,795	2,031	1%
5320	Telephone Expense	6,435	9,346	2,911	45%
5330	Utilities Expense	114,700	76,496	(38,204)	-33%
5400	Postage Expense	10	550	540	5472%
5410	Printing Expense	4,850	12,850	8,000	165%
5420	Advertising Expense	33,500	9,565	(23,935)	-71%
5430	Bank Charges	-	70	70	100%
5440	Dues and Membership Expense	8,534	4,790	(3,744)	-44%
5450	Publications Expense	49	195	146	298%
5500	Auditing Fees	15,806	19,000	3,194	20%
5510	Legal Fees	10,210	20,000	9,790	96%
5520	Consulting Fees	14,539	35,798	21,259	146%
5530	Taxes and Fees	347	176	(171)	-49%
5600	Office Equipment	10,197	183	(10,014)	-98%
5610	Equipment Maintenance	7,175	2,336	(4,839)	-67%
5620	Equipment Rental	11,274	7,500	(3,774)	-33%
5630	Software Expense	1,500	5,000	3,500	233%
5631	Software Maintenance	6,252	5,000	(1,252)	-20%
5640	Internet Expense	6,253	6,350	97	2%
5650	Computer Hardware	20,395	31,600	11,205	55%
5660	Furniture and Fixtures	-	2,500	2,500	100%
5700	Client Transportation Exp	35,000	40,500	5,500	16%
5710	Employee Education Expense	7,653	4,250	(3,403)	-44%
5720	Staff Travel Expense	38,756	9,000	(29,756)	-77%
5730	Conference, Conventions & Meetings	11,672	3,000	(8,672)	-74%
5800	Subcontracted Program Services	1,175,714	776,948	(398,766)	-34%
5810	General Operating Services	180,003	78,244	(101,759)	-57%
5820	Facility Maintenance Services	4,059	7,097	3,038	75%
5900	Insurance Expense	6,203	5,600	(603)	-10%
5980	<u>Fixed Assets - Expense Offset</u>	-	-	-	0%
Total Expenditures		\$ 3,727,180	\$ 3,436,184	\$ (290,996)	-8%
Revenue Less Expenditures		\$ 659,092.84	\$ 160,706.68		

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102																																																																																																																																																																																																																																																																																																																																																																																																																																																							
MADERA COUNTY WORKFORCE INVESTMENT CORPORATION	Position or Expense Category	Base Salary or Line Budget	5910-Adult	5930-DW	5920-Youth	5932-Rapid Response	5933-RR Layoff Aversion	5973-MCDO - In Custody	5972-MCDO - Probation	5978-ELL Grant	5980-DEA Phase III	5907-DSS TJT	9904-DSS Job Fair	5978-DEI Rnd 7	9909-WF Veteran	9910-WF-Single Female Parent	9912-WF GED- HiSet 2016-2017	9913-WF GED- HiSet	5984-Stanislaus VEAP	9920-Assessment	CLASS Contract (Fresno State)	5988-FRWDB WAF 6.0 VIPER	5986-WAF 6.0 ARIA Ex-Offender	9911-AJCC 512	9911-AJCC 517	9911-AJCC 519	9911-AJCC 521	9911-AJCC 522	9911-AJCC 523	9911-AJCC 524	9911-AJCC 525	9911-AJCC 526	9911-AJCC 527	9911-AJCC 528	9911-AJCC 529	9911-AJCC 530	9911-AJCC 531	9911-AJCC 532	9911-AJCC 533	9911-AJCC 534	9911-AJCC 535	9911-AJCC 536	9911-AJCC 537	9911-AJCC 538	9911-AJCC 539	9911-AJCC 540	9911-AJCC 541	9911-AJCC 542	9911-AJCC 543	9911-AJCC 544	9911-AJCC 545	9911-AJCC 546	9911-AJCC 547	9911-AJCC 548	9911-AJCC 549	9911-AJCC 550	9911-AJCC 551	9911-AJCC 552	9911-AJCC 553	9911-AJCC 554	9911-AJCC 555	9911-AJCC 556	9911-AJCC 557	9911-AJCC 558	9911-AJCC 559	9911-AJCC 560	9911-AJCC 561	9911-AJCC 562	9911-AJCC 563	9911-AJCC 564	9911-AJCC 565	9911-AJCC 566	9911-AJCC 567	9911-AJCC 568	9911-AJCC 569	9911-AJCC 570	9911-AJCC 571	9911-AJCC 572	9911-AJCC 573	9911-AJCC 574	9911-AJCC 575	9911-AJCC 576	9911-AJCC 577	9911-AJCC 578	9911-AJCC 579	9911-AJCC 580	9911-AJCC 581	9911-AJCC 582	9911-AJCC 583	9911-AJCC 584	9911-AJCC 585	9911-AJCC 586	9911-AJCC 587	9911-AJCC 588	9911-AJCC 589	9911-AJCC 590	9911-AJCC 591	9911-AJCC 592	9911-AJCC 593	9911-AJCC 594	9911-AJCC 595	9911-AJCC 596	9911-AJCC 597	9911-AJCC 598	9911-AJCC 599	9911-AJCC 600	9911-AJCC 601	9911-AJCC 602	9911-AJCC 603	9911-AJCC 604	9911-AJCC 605	9911-AJCC 606	9911-AJCC 607	9911-AJCC 608	9911-AJCC 609	9911-AJCC 610	9911-AJCC 611	9911-AJCC 612	9911-AJCC 613	9911-AJCC 614	9911-AJCC 615	9911-AJCC 616	9911-AJCC 617	9911-AJCC 618	9911-AJCC 619	9911-AJCC 620	9911-AJCC 621	9911-AJCC 622	9911-AJCC 623	9911-AJCC 624	9911-AJCC 625	9911-AJCC 626	9911-AJCC 627	9911-AJCC 628	9911-AJCC 629	9911-AJCC 630	9911-AJCC 631	9911-AJCC 632	9911-AJCC 633	9911-AJCC 634	9911-AJCC 635	9911-AJCC 636	9911-AJCC 637	9911-AJCC 638	9911-AJCC 639	9911-AJCC 640	9911-AJCC 641	9911-AJCC 642	9911-AJCC 643	9911-AJCC 644	9911-AJCC 645	9911-AJCC 646	9911-AJCC 647	9911-AJCC 648	9911-AJCC 649	9911-AJCC 650	9911-AJCC 651	9911-AJCC 652	9911-AJCC 653	9911-AJCC 654	9911-AJCC 655	9911-AJCC 656	9911-AJCC 657	9911-AJCC 658	9911-AJCC 659	9911-AJCC 660	9911-AJCC 661	9911-AJCC 662	9911-AJCC 663	9911-AJCC 664	9911-AJCC 665	9911-AJCC 666	9911-AJCC 667	9911-AJCC 668	9911-AJCC 669	9911-AJCC 670	9911-AJCC 671	9911-AJCC 672	9911-AJCC 673	9911-AJCC 674	9911-AJCC 675	9911-AJCC 676	9911-AJCC 677	9911-AJCC 678	9911-AJCC 679	9911-AJCC 680	9911-AJCC 681	9911-AJCC 682	9911-AJCC 683	9911-AJCC 684	9911-AJCC 685	9911-AJCC 686	9911-AJCC 687	9911-AJCC 688	9911-AJCC 689	9911-AJCC 690	9911-AJCC 691	9911-AJCC 692	9911-AJCC 693	9911-AJCC 694	9911-AJCC 695	9911-AJCC 696	9911-AJCC 697	9911-AJCC 698	9911-AJCC 699	9911-AJCC 700	9911-AJCC 701	9911-AJCC 702	9911-AJCC 703	9911-AJCC 704	9911-AJCC 705	9911-AJCC 706	9911-AJCC 707	9911-AJCC 708	9911-AJCC 709	9911-AJCC 710	9911-AJCC 711	9911-AJCC 712	9911-AJCC 713	9911-AJCC 714	9911-AJCC 715	9911-AJCC 716	9911-AJCC 717	9911-AJCC 718	9911-AJCC 719	9911-AJCC 720	9911-AJCC 721	9911-AJCC 722	9911-AJCC 723	9911-AJCC 724	9911-AJCC 725	9911-AJCC 726	9911-AJCC 727	9911-AJCC 728	9911-AJCC 729	9911-AJCC 730	9911-AJCC 731	9911-AJCC 732	9911-AJCC 733	9911-AJCC 734	9911-AJCC 735	9911-AJCC 736	9911-AJCC 737	9911-AJCC 738	9911-AJCC 739	9911-AJCC 740	9911-AJCC 741	9911-AJCC 742	9911-AJCC 743	9911-AJCC 744	9911-AJCC 745	9911-AJCC 746	9911-AJCC 747	9911-AJCC 748	9911-AJCC 749	9911-AJCC 750	9911-AJCC 751	9911-AJCC 752	9911-AJCC 753	9911-AJCC 754	9911-AJCC 755	9911-AJCC 756	9911-AJCC 757	9911-AJCC 758	9911-AJCC 759	9911-AJCC 760	9911-AJCC 761	9911-AJCC 762	9911-AJCC 763	9911-AJCC 764	9911-AJCC 765	9911-AJCC 766	9911-AJCC 767	9911-AJCC 768	9911-AJCC 769	9911-AJCC 770	9911-AJCC 771	9911-AJCC 772	9911-AJCC 773	9911-AJCC 774	9911-AJCC 775	9911-AJCC 776	9911-AJCC 777	9911-AJCC 778	9911-AJCC 779	9911-AJCC 780	9911-AJCC 781	9911-AJCC 782	9911-AJCC 783	9911-AJCC 784	9911-AJCC 785	9911-AJCC 786	9911-AJCC 787	9911-AJCC 788	9911-AJCC 789	9911-AJCC 790	9911-AJCC 791	9911-AJCC 792	9911-AJCC 793	9911-AJCC 794	9911-AJCC 795	9911-AJCC 796	9911-AJCC 797	9911-AJCC 798	9911-AJCC 799	9911-AJCC 800	9911-AJCC 801	9911-AJCC 802	9911-AJCC 803	9911-AJCC 804	9911-AJCC 805	9911-AJCC 806	9911-AJCC 807	9911-AJCC 808	9911-AJCC 809	9911-AJCC 810	9911-AJCC 811	9911-AJCC 812	9911-AJCC 813	9911-AJCC 814	9911-AJCC 815	9911-AJCC 816	9911-AJCC 817	9911-AJCC 818	9911-AJCC 819	9911-AJCC 820	9911-AJCC 821	9911-AJCC 822	9911-AJCC 823	9911-AJCC 824	9911-AJCC 825	9911-AJCC 826	9911-AJCC 827	9911-AJCC 828	9911-AJCC 829	9911-AJCC 830	9911-AJCC 831	9911-AJCC 832	9911-AJCC 833	9911-AJCC 834	9911-AJCC 835	9911-AJCC 836	9911-AJCC 837	9911-AJCC 838	9911-AJCC 839	9911-AJCC 840	9911-AJCC 841	9911-AJCC 842	9911-AJCC 843	9911-AJCC 844	9911-AJCC 845	9911-AJCC 846	9911-AJCC 847	9911-AJCC 848	9911-AJCC 849	9911-AJCC 850	9911-AJCC 851	9911-AJCC 852	9911-AJCC 853	9911-AJCC 854	9911-AJCC 855	9911-AJCC 856	9911-AJCC 857	9911-AJCC 858	9911-AJCC 859	9911-AJCC 860	9911-AJCC 861	9911-AJCC 862	9911-AJCC 863	9911-AJCC 864	9911-AJCC 865	9911-AJCC 866	9911-AJCC 867	9911-AJCC 868	9911-AJCC 869	9911-AJCC 870	9911-AJCC 871	9911-AJCC 872	9911-AJCC 873	9911-AJCC 874	9911-AJCC 875	9911-AJCC 876	9911-AJCC 877	9911-AJCC 878	9911-AJCC 879	9911-AJCC 880	9911-AJCC 881	9911-AJCC 882	9911-AJCC 883	9911-AJCC 884	9911-AJCC 885	9911-AJCC 886	9911-AJCC 887	9911-AJCC 888	9911-AJCC 889	9911-AJCC 890	9911-AJCC 891	9911-AJCC 892	9911-AJCC 893	9911-AJCC 894	9911-AJCC 895	9911-AJCC 896	9911-AJCC 897	9911-AJCC 898	9911-AJCC 899	9911-AJCC 900	9911-AJCC 901	9911-AJCC 902	9911-AJCC 903	9911-AJCC 904	9911-AJCC 905	9911-AJCC 906	9911-AJCC 907	9911-AJCC 908	9911-AJCC 909	9911-AJCC 910	9911-AJCC 911	9911-AJCC 912	9911-AJCC 913	9911-AJCC 914	9911-AJCC 915	9911-AJCC 916	9911-AJCC 917	9911-AJCC 918	9911-AJCC 919	9911-AJCC 920	9911-AJCC 921	9911-AJCC 922	9911-AJCC 923	9911-AJCC 924	9911-AJCC 925	9911-AJCC 926	9911-AJCC 927	9911-AJCC 928	9911-AJCC 929	9911-AJCC 930	9911-AJCC 931	9911-AJCC 932	9911-AJCC 933	9911-AJCC 934	9911-AJCC 935	9911-AJCC 936	9911-AJCC 937	9911-AJCC 938	9911-AJCC 939	9911-AJCC 940	9911-AJCC 941	9911-AJCC 942	9911-AJCC 943	9911-AJCC 944	9911-AJCC 945	9911-AJCC 946	9911-AJCC 947	9911-AJCC 948	9911-AJCC 949	9911-AJCC 950	9911-AJCC 951	9911-AJCC 952	9911-AJCC 953	9911-AJCC 954	9911-AJCC 955	9911-AJCC 956	9911-AJCC 957	9911-AJCC 958	9911-AJCC 959	9911-AJCC 960	9911-AJCC 961	9911-AJCC 962	9911-AJCC 963	9911-AJCC 964	9911-AJCC 965	9911-AJCC 966	9911-AJCC 967	9911-AJCC 968	9911-AJCC 969	9911-AJCC 970	9911-AJCC 971	9911-AJCC 972	9911-AJCC 973	9911-AJCC 974	9911-AJCC 975	9911-AJCC 976	9911-AJCC 977	9911-AJCC 978	9911-AJCC 979	9911-AJCC 980	9911-AJCC 981	9911-AJCC 982	9911-AJCC 983	9911-AJCC 984	9911-AJCC 985	9911-AJCC 986	9911-AJCC 987	9911-AJCC 988	9911-AJCC 989	9911-AJCC 990	9911-AJCC 991	9911-AJCC 992	9911-AJCC 993	9911-AJCC 994	9911-AJCC 995	9911-AJCC 996	9911-AJCC 997	9911-AJCC 998	9911-AJCC 999	9911-AJCC 1000	9911-AJCC 1001	9911-AJCC 1002	9911-AJCC 1003	9911-AJCC 1004	9911-AJCC 1005	9911-AJCC 1006	9911-AJCC 1007	9911-AJCC 1008	9911-AJCC 1009	9911-AJCC 1010	9911-AJCC 1011	9911-AJCC 1012	9911-AJCC 1013	9911-AJCC 1014	9911-AJCC 1015	9911-AJCC 1016	9911-AJCC 1017	9911-AJCC 1018	9911-AJCC 1019	9911-AJCC 1020	9911-AJCC 1021	9911-AJCC 1022	9911-AJCC 1023	9911-AJCC 1024	9911-AJCC 1025	9911-AJCC 1026	9911-AJCC 1027	9911-AJCC 1028	9911-AJCC 1029	9911-AJCC 1030	9911-AJCC 1031	9911-AJCC 1032	9911-AJCC 1033	9911-AJCC 1

A	B	C	D	E	F	G	H	I	J	K	L	M	O	P	Q	R	S	U	V	W	X	Y	Z	AA	AB	AC	AD	AJ	
5	Position or Expense Category	Base Salary or Line Budget	5910-Adult	5930-DW	5920-Youth	5932-Rapid Response	5933-RR Layoff Aversion	5973-MCDC - In Custody	5972-MCDC - Probation	5979-ELL Grant	5980-DEA Phase II	9907-DSS TJT	9906-DSS Job Fair	9978-DEI Rnd 7	9909-WF Veteran	9910-WF- Single Female Parent	9912-WF GED- HiSet 2016-	9913-WF GED- HiSet	5984- Stanislaus VEAP	9920- Assessment	CLASS Contract (Fresno State)	5988-FRWDB WAF 6.0 VIPER	5988-WAF 6.0 ARIA Ex-Offender	9911-AJCC 512	9911-AJCC 517	9911-AJCC 519	9911-AJCC 521	9911-AJCC 522	Total
160	Allocated Expenses (allocated by FTE)																												
161	5200 - Supplies	\$ 9,920	\$ 2,644	\$ 725	\$ 2,441	\$ 748	\$ 267	\$ 122	\$ 86	\$ 391	\$ 587	\$ 655	\$ 114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183	\$ 143	\$ 149	\$ 79	\$ 586	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,920
162	5400 - Postage Exp	\$ 550	\$ 147	\$ 40	\$ 135	\$ 41	\$ 15	\$ 7	\$ 5	\$ 22	\$ 33	\$ 36	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10	\$ 8	\$ 8	\$ 4	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550
163	5410 - Printing Exp	\$ 4,600	\$ 1,226	\$ 336	\$ 1,132	\$ 347	\$ 124	\$ 56	\$ 40	\$ 181	\$ 272	\$ 304	\$ 53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ 66	\$ 69	\$ 37	\$ 272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600
164	5420 - Advertising Exp	\$ 6,800	\$ 1,813	\$ 497	\$ 1,673	\$ 512	\$ 183	\$ 83	\$ 59	\$ 268	\$ 402	\$ 449	\$ 78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125	\$ 98	\$ 102	\$ 54	\$ 402	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,800
165	5430 - Bank Charges	\$ 70	\$ 19	\$ 5	\$ 17	\$ 5	\$ 2	\$ 1	\$ 1	\$ 3	\$ 4	\$ 5	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ 1	\$ 1	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70
166	5440 - Dues and Memb	\$ 4,790	\$ 1,277	\$ 350	\$ 1,179	\$ 361	\$ 129	\$ 59	\$ 42	\$ 189	\$ 283	\$ 316	\$ 55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88	\$ 69	\$ 72	\$ 38	\$ 283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,790
167	5450 - Publications	\$ 195	\$ 52	\$ 14	\$ 48	\$ 15	\$ 5	\$ 2	\$ 2	\$ 8	\$ 12	\$ 13	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 3	\$ 3	\$ 2	\$ 12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195
168	5500 - Auditing Fees/Tax Returns	\$ 19,000	\$ 5,065	\$ 1,388	\$ 4,675	\$ 1,432	\$ 511	\$ 233	\$ 165	\$ 749	\$ 1,124	\$ 1,254	\$ 219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ 274	\$ 286	\$ 152	\$ 1,123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000
169	5510 - Legal Fees	\$ 20,000	\$ 5,332	\$ 1,461	\$ 4,921	\$ 1,507	\$ 538	\$ 245	\$ 174	\$ 789	\$ 1,183	\$ 1,320	\$ 231	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369	\$ 288	\$ 301	\$ 160	\$ 1,182	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
170	5520 - Consulting Fees	\$ 15,798	\$ 4,211	\$ 1,154	\$ 3,887	\$ 1,190	\$ 425	\$ 194	\$ 137	\$ 623	\$ 934	\$ 1,042	\$ 182	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291	\$ 227	\$ 238	\$ 126	\$ 933	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,798
171	5530 - Taxes and Fees	\$ 176	\$ 47	\$ 13	\$ 43	\$ 13	\$ 5	\$ 2	\$ 2	\$ 7	\$ 10	\$ 12	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 3	\$ 3	\$ 1	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176
172	5600 - Office Equip	\$ 183	\$ 49	\$ 13	\$ 45	\$ 14	\$ 5	\$ 2	\$ 2	\$ 7	\$ 11	\$ 12	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 3	\$ 3	\$ 1	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183
173	5610 - Equipment Mnt	\$ 1,092	\$ 291	\$ 80	\$ 269	\$ 82	\$ 29	\$ 13	\$ 9	\$ 43	\$ 65	\$ 72	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 16	\$ 16	\$ 9	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,092
174	5620 - Equipment Rent	\$ 7,500	\$ 1,999	\$ 548	\$ 1,846	\$ 565	\$ 202	\$ 92	\$ 65	\$ 296	\$ 444	\$ 495	\$ 87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138	\$ 108	\$ 113	\$ 60	\$ 443	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
175	5630 - Software Exp	\$ 5,000	\$ 1,333	\$ 365	\$ 1,230	\$ 377	\$ 135	\$ 61	\$ 43	\$ 197	\$ 296	\$ 330	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92	\$ 72	\$ 75	\$ 40	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
176	5631 - Software Maint	\$ 5,000	\$ 1,333	\$ 365	\$ 1,230	\$ 377	\$ 135	\$ 61	\$ 43	\$ 197	\$ 296	\$ 330	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92	\$ 72	\$ 75	\$ 40	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
177	5640 - Internet Exp	\$ 6,000	\$ 1,599	\$ 438	\$ 1,476	\$ 452	\$ 162	\$ 73	\$ 52	\$ 237	\$ 355	\$ 396	\$ 69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111	\$ 86	\$ 90	\$ 48	\$ 355	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
178	5650 - Computer Hdw	\$ 6,400	\$ 1,706	\$ 468	\$ 1,575	\$ 482	\$ 172	\$ 78	\$ 56	\$ 252	\$ 378	\$ 422	\$ 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118	\$ 92	\$ 96	\$ 51	\$ 378	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400
179	5660 - Furniture & Fix	\$ 2,500	\$ 666	\$ 183	\$ 615	\$ 188	\$ 67	\$ 31	\$ 22	\$ 99	\$ 148	\$ 165	\$ 29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46	\$ 36	\$ 38	\$ 20	\$ 148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500
180	5700 - Client Trvl Exp	\$ 500	\$ 133	\$ 37	\$ 123	\$ 38	\$ 13	\$ 6	\$ 4	\$ 20	\$ 30	\$ 33	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9	\$ 7	\$ 8	\$ 4	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
181	5710 - Employee Educ	\$ 650	\$ 173	\$ 47	\$ 160	\$ 49	\$ 17	\$ 8	\$ 6	\$ 26	\$ 38	\$ 43	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12	\$ 9	\$ 10	\$ 5	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650
182	5720 - Staff Trvl Exp	\$ 5,000	\$ 1,333	\$ 365	\$ 1,230	\$ 377	\$ 135	\$ 61	\$ 43	\$ 197	\$ 296	\$ 330	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92	\$ 72	\$ 75	\$ 40	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
183	5730 - Meeting Costs	\$ 3,000	\$ 800	\$ 219	\$ 738	\$ 226	\$ 81	\$ 37	\$ 26	\$ 118	\$ 177	\$ 198	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ 43	\$ 45	\$ 24	\$ 177	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
184	5810 - Gen Serv (misc.)	\$ 5,000	\$ 1,333	\$ 365	\$ 1,230	\$ 377	\$ 135	\$ 61	\$ 43	\$ 197	\$ 296	\$ 330	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92	\$ 72	\$ 75	\$ 40	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
185	5900 - Insurance	\$ 5,600	\$ 1,493	\$ 409	\$ 1,378	\$ 422	\$ 151	\$ 69	\$ 49	\$ 221	\$ 331	\$ 370	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103	\$ 81	\$ 84	\$ 45	\$ 331	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,600
186	5300 - Rent	\$ 95,877	\$ 25,559	\$ 7,004	\$ 23,593	\$ 7,225	\$ 2,581	\$ 1,174	\$ 833	\$ 3,780	\$ 5,670	\$ 6,326	\$ 1,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,769	\$ 1,380	\$ 1,444	\$ 767	\$ 5,665	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,877
187	5810 - Alarm Monitoring (fire, burglar)	\$ 222	\$ 59	\$ 16	\$ 55	\$ 17	\$ 6	\$ 3	\$ 2	\$ 9	\$ 13	\$ 15	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 3	\$ 3	\$ 2	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 222
188	5810 - Mat Service (entry/walkways)	\$ 417	\$ 111	\$ 30	\$ 103	\$ 31	\$ 11	\$ 5	\$ 4	\$ 16	\$ 25	\$ 28	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 6	\$ 6	\$ 3	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417
189	5330 - City Utilities	\$ 2,238	\$ 597	\$ 164	\$ 551	\$ 169	\$ 60	\$ 27	\$ 19	\$ 88	\$ 132	\$ 148	\$ 26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41	\$ 32	\$ 34	\$ 18	\$ 132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,238
190	5200 - Copier, and Toner supplies	\$ 1,940	\$ 517	\$ 142	\$ 477	\$ 146	\$ 52	\$ 24	\$ 17	\$ 76	\$ 115	\$ 128	\$ 22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36	\$ 28	\$ 29	\$ 16	\$ 115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,940
191	5330 - Gas & Elect	\$ 7,480	\$ 1,994	\$ 546	\$ 1,841	\$ 564	\$ 201	\$ 92	\$ 65	\$ 295	\$ 442	\$ 494	\$ 86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138	\$ 108	\$ 113	\$ 60	\$ 442	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,480
192	5820 - Facilities Maintenance	\$ 3,129	\$ 834	\$ 229	\$ 770	\$ 236	\$ 84	\$ 38	\$ 27	\$ 123	\$ 185	\$ 206	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58	\$ 45	\$ 47	\$ 25	\$ 185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,129
193	5810 - Janitorial Services	\$ 3,308	\$ 882	\$ 242	\$ 814	\$ 249	\$ 89	\$ 41	\$ 29	\$ 130	\$ 196	\$ 218	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61	\$ 48	\$ 50	\$ 26	\$ 195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,308
194	5210 - Janitorial Supplies	\$ 970	\$ 258	\$ 71	\$ 239	\$ 73	\$ 26	\$ 12	\$ 8	\$ 38	\$ 57	\$ 64	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18	\$ 14	\$ 15	\$ 8	\$ 57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 970
195	5810 - Managed Shredding Service	\$ 255	\$ 68	\$ 19	\$ 63	\$ 19	\$ 7	\$ 3	\$ 2	\$ 10	\$ 15	\$ 17	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ 4	\$ 4	\$ 2	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255
196	5320 - Phone Service (Basic, DID & Int'l)	\$ 4,120	\$ 1,098	\$ 301	\$ 1,014	\$ 310	\$ 111	\$ 50	\$ 36	\$ 162	\$ 244	\$ 272	\$ 48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76	\$ 59	\$ 62	\$ 33	\$ 243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,120
197	5610 - Postage Meter Rental (quarterly)	\$ 1,050	\$ 280	\$ 77	\$ 258	\$ 79	\$ 28	\$ 13	\$ 9	\$ 41	\$ 62	\$ 69	\$ 12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19	\$ 15	\$ 16	\$ 8	\$ 62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050
198	5810 - Pest Control	\$ 185	\$ 49	\$ 14	\$ 46	\$ 14	\$ 5	\$ 2	\$ 2	\$ 7	\$ 11	\$ 12	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ 3	\$ 3	\$ 1	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185
199	5300 - CAM Fees (\$1.48 SF annual)	\$ 10,023	\$ 2,672	\$ 732	\$ 2,466	\$ 755	\$ 270	\$ 123	\$ 87	\$ 395	\$ 593	\$ 661	\$ 116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185	\$ 144	\$ 151	\$ 80	\$ 592	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,023
200	5810 - Bottled Water	\$ 1,114	\$ 297	\$ 81	\$ 274	\$ 84	\$ 30	\$ 14	\$ 10	\$ 44	\$ 66	\$ 73	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21	\$ 16	\$ 17	\$ 9	\$ 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,114
201	5300 - Creekside Building Insurance	\$ 3,176	\$ 847	\$ 232	\$ 782	\$ 239	\$ 86	\$ 39	\$ 28	\$ 125	\$ 188	\$ 210	\$ 37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59	\$ 46	\$ 48	\$ 25	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,176
202	5810 - IT Support	\$ 38,052	\$ 10,144	\$ 2,780	\$ 9,364	\$ 2,867	\$ 1,024	\$ 466	\$ 331	\$ 1,500	\$ 2,250	\$ 2,511	\$ 439	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 702	\$ 548	\$ 573	\$ 305	\$ 2,248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,052
227	Allocated Expenses (Allocated by WIOA Enrollment)																												
228	5520 - Cnslt. Fees Acntg. System	\$ 20,000	\$ 13,200	\$ 2,800	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
229	5220 - CWA Local Plan Consultant	\$ 25,200	\$ 16,632	\$ 3,528	\$ 5,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,200
230	5220 - ProPath OSO (Hallmarks/Coaching)	\$ 53,400	\$ 35,244	\$ 7,476	\$ 10,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,400
253	Total Allocated Expenses	\$ 407,478	\$ 147,416	\$ 36,369	\$ 95,726	\$ 23,275	\$ 8,315	\$ 3,783	\$ 2,684	\$ 12,178	\$ 18,267	\$ 20,381	\$ 3,564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,698	\$ 4,447	\$ 4,650	\$ 2,472	\$ 18,251	\$ -	\$ 407,478				
254	Total Non-Personnel Expenses	\$ 1,552,146	\$ 414,703	\$ 204,154	\$ 355,667	\$ 23,275	\$ 8,315	\$ 7,283	\$ 2,934	\$ 31,184	\$ 18,267	\$ 154,122	\$ 7,079	\$ 3,000	\$ -	\$ -													



Revenue Source	Total	5910-Adult	5930-DW	5920-Youth	5932-Rapid Response	5933-RR Layoff Aversion	5973-MCDC - In Custody	5972-MCDC - Probation	5979-ELL Grant	5980-DEA Phase III	9907-DSS TJT	9906-DSS Job Fair	5978-DEI Rnd 7	9909-WF Veteran	9910-WF- Single Female Parent	9912-WF GED-HiSet 2016-2017	9913-WF GED-HiSet	5984-Stanislaus VEAP	9920-Assessment	CLASS Contract (Fresno State)	5988-FRWDB WAF 6.0 VIPER	5986-WAF 6.0 ARIA Ex-Offender	9911-AJCC 512	9911-AJCC 517	9911-AJCC 519	9911-AJCC 521	9911-AJCC 522	
REVENUES																												
<i>Prior Year Restrictions</i>																												
Federal Grants/Contracts	\$ 265,000								\$ 45,000	\$ 50,000			\$ 3,000					\$ 27,000			\$ 15,000	\$125,000						
WIOA Formula 17-18 Carry-Over	\$ 1,040,690	\$ 331,999	\$ 312,098	\$ 311,406	\$ 31,972	\$ 53,215																						
Local Contracts	\$ 20,281													\$ 5,970	\$ 1,060	\$ 8,097	\$ 5,154											
Foundation Grants	\$ -																											
<i>Grants/Contracts</i>																												
WIOA (State/EDD proposed amounts 6/5/18)	\$ 2,253,345	\$ 749,536	\$ 597,307	\$ 751,097	\$ 126,020	\$ 29,385																						
19-20 Reserve	\$ (629,382)	\$ (224,861)	\$ (179,192)	\$ (225,329)																								
State Contracts	\$ -																											
Local Contracts	\$ 398,114						\$ 29,445	\$ 19,185			\$ 250,000	\$ 22,898							\$ 20,000		\$ 12,641	\$ 43,945						
Transfer DW to Adult	\$ -	\$ -																										
Transfer Adult to DW	\$ -	\$ 250,000	\$ (250,000)																									
<i>Other revenue</i>																												
Subleases	\$ 304,245																						\$ 5,613	\$ 13,329	\$146,137	\$ 69,264	\$ 69,902	
[additional line item]	\$ -																											
Total Revenue by Program/Function	\$ 3,652,293	\$ 1,106,674	\$ 480,213	\$ 837,174	\$ 157,992	\$ 82,600	\$ 29,445	\$ 19,185	\$ 45,000	\$ 50,000	\$ 250,000	\$ 22,898	\$ 3,000	\$ 5,970	\$ 1,060	\$ 8,097	\$ 25,154	\$ 27,000	\$ 12,641	\$ 43,945	\$ 15,000	\$ 125,000	\$ 5,613	\$ 13,329	\$146,137	\$ 69,264	\$ 69,902	
EXPENSES																												
<i>Personnel:</i>																												
Salaries/Wages	\$ 1,468,670	\$ 356,486	\$ 109,540	\$ 367,241	\$ 115,344	\$ 42,014	\$ 17,361	\$ 12,777	\$ 62,937	\$ 94,406	\$ 87,144	\$ 18,006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,656	\$ 21,043	\$ 23,024	\$ 12,940	\$ 83,102	\$ 641	\$ 578	\$ 12,449	\$ 4,052	\$ -	
Fringe	\$ 415,368	\$ 100,821	\$ 30,980	\$ 103,863	\$ 32,621	\$ 11,882	\$ 4,910	\$ 3,613	\$ 17,800	\$ 26,700	\$ 24,646	\$ 5,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,822	\$ 5,951	\$ 6,512	\$ 3,660	\$ 23,503	\$ 181	\$ 163	\$ 3,521	\$ 1,146	\$ -	
Total Personnel	\$ 1,884,038	\$ 457,307	\$ 140,520	\$ 471,104	\$ 147,966	\$ 53,897	\$ 22,271	\$ 16,390	\$ 80,737	\$ 121,105	\$ 111,790	\$ 23,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,478	\$ 26,994	\$ 29,535	\$ 16,600	\$ 106,605	\$ 822	\$ 741	\$ 15,970	\$ 5,198	\$ -	
<i>Other Than Personal Service (OTPS):</i>																												
<i>Direct Expenses</i>																												
Total Direct Expenses (OTPS)	\$ 1,144,668	\$ 267,286	\$ 167,785	\$ 259,940	\$ -	\$ -	\$ 3,500	\$ 250	\$ 19,005	\$ -	\$ 133,741	\$ 3,515	\$ 3,000	\$ -	\$ -	\$ -	\$ 22,790	\$ -	\$ -	\$ 11,850	\$ -	\$ 3,450	\$ 4,791	\$ 3,923	\$130,166	\$ 39,772	\$ 69,902	
<i>Allocated Expenses</i>																												
Total Allocated Expenses (OTPS)	\$ 407,478	\$ 147,416	\$ 36,369	\$ 95,726	\$ 23,275	\$ 8,315	\$ 3,783	\$ 2,684	\$ 12,178	\$ 18,267	\$ 20,381	\$ 3,564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,698	\$ 4,447	\$ 4,650	\$ 2,472	\$ 18,251	\$ -					
Leveraged by other grants	-	\$ 201,837	\$ 77,209	\$ 2,091	\$ (58,962)	\$ (110)	\$ (139)	\$ (66,920)	\$ (89,372)	\$ (15,912)	\$ (7,279)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (14,175)	\$ (18,800)	\$ (2,091)	\$ (4,072)	\$ (3,305)	\$ -					
Total Expenses by Program/Function	\$ 3,436,184	\$ 1,073,847	\$ 421,884	\$ 828,861	\$ 112,279	\$ 62,212	\$ 29,445	\$ 19,185	\$ 45,000	\$ 50,000	\$ 250,000	\$ 22,898	\$ 3,000	\$ -	\$ -	\$ -	\$ 22,790	\$ 27,000	\$ 12,641	\$ 43,945	\$ 15,000	\$ 125,000	\$ 5,613	\$ 4,664	\$146,137	\$ 44,971	\$ 69,902	
Revenues Less Expenses	\$ 216,109	\$ 32,827	\$ 58,330	\$ 8,312	\$ 45,713	\$ 20,388	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ -	\$ 5,970	\$ 1,060	\$ 8,097	\$ 2,364	\$ (0)	\$ (0)	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ 8,665	\$ 0	\$ 24,293	\$ 0	
Available Funds	\$ 165,569	\$ 32,827	\$ 58,330	\$ 8,312	\$ 45,713	\$ 20,388	\$ 0	\$ 0	\$ (0)	\$ (0)	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	\$ (0)	\$ (0)	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	<i>restricted</i>	

- Notes:
- 1) ED is salary is calc at 12 months, so depending on time of hire, budget will need to be adjusted.
 - 2) Workforce Tech - vacant position, currently out for hire
 - 3) WIOA allocations are proposed per State until Federal NOA is received.
 - 4) Obligations and Carry-Over amounts are estimated. Closeout of all year end PO's/Obligations and all month end allocations processed will finalize the amounts. To be finalized by Aug 20, 2018.
 - 5) Expenses from prior year were reviewed in detailed and adjusted accordingly. Expenses specific to grants were removed, as well as known contracts or increases to other specific expenses were added.
 - 6) Principal Accounting Tech increase from .63 FTE to 1 FTE.
 - 7) Hire of Account Clerk I from staffing agency, assumed in budget.
 - 8) After closeout of 17-18, balance of TTL for 17-18 will be moved into current year budget.
 - 9) Added position of Admin Support Assistant assumed in budget

Position or Expense Category	% of full time	Budget	5910-Adult	5930-DW	5920-Youth	5932-Rapid Response	5933-RR Layoff Aversion	5973-MCDC In Custody	5972-MCDC Probation	5979-ELL Grant	5980-DEA Phase II	9907-DSS TJT	9908-DSS Job Fair	9978-DEI Rnd 7	9909-WF Veteran	9910-WF Single Female Parent	9912-WF GED-HiSet 2016-2017	9913-WF GED-HiSet	5984-Stanislaus VEAP	9920-Assessment	CLASS Contract (Fresno State)	5988-FRWB WAF 6.0 VIPER	5988-WAF 6.0 ARIA Ex-Offender	9911-AJCC 512	9911-AJCC 517	9911-AJCC 519	9911-AJCC 521	9911-AJCC 522	Career Basic Serv. Cost Pool	Business Services Cost Pool	Program Admin. Mgmt. Cost Pool	Fiscal Cost Pool	Total						
Personnel																																							
Enter Fringe Rate for FT Staff Here:		28.3%																																					
Executive Director (recruiting)	100%	\$ 109,034																																		100%	100%		
Deputy Director	100%	\$ 92,194																																			100%	100%	
Fiscal Manager	100%	\$ 91,937																																			100%	100%	
Program Supervisor	100%	\$ 75,942			50%																																50%	100%	
Program Supervisor	100%	\$ 75,662			20%			3%	2%												5%	5%	10%														55%	100%	
Account Clerk I	100%	\$ 36,401																																			100%	100%	
Administrative Assistant - Confidential	100%	\$ 65,477																																			100%	100%	
Administrative Support Assistant	100%	\$ 26,760																																			100%	100%	
Business Specialist	100%	\$ 40,032			20%																																80%	100%	
Business Specialist	100%	\$ 44,496			100%																																	100%	100%
Business Specialist - Lead	100%	\$ 61,293				50%	35%						15%																									100%	100%
Career Specialist	100%	\$ 56,497			50%	50%																																100%	100%
Career Specialist	100%	\$ 56,519	66%	34%																																		100%	100%
Career Specialist (vacant)	100%	\$ 40,032	100%																																			100%	100%
Career Specialists	100%	\$ 44,496												100%																								100%	100%
Career Specialists	100%	\$ 46,488						15%	5%																													100%	100%
Career Specialists	100%	\$ 56,485			95%																																	100%	100%
Career Specialists	100%	\$ 56,485	100%																																			100%	100%
Career Specialists	100%	\$ 56,485		65%																																		100%	100%
DRC (temporary position title)	100%	\$ 64,272	25%										75%																									100%	100%
ELL Program Navigator	100%	\$ 64,272	50%							50%																												100%	100%
Principal Accounting Technician	100%	\$ 50,476																																				100%	100%
Workforce Assistant	100%	\$ 22,360																																				100%	100%
Workforce Tech II (recruiting)	100%	\$ 27,300																																				100%	100%
Workforce Technician I	100%	\$ 26,772																							0.611%	0.551%	18.795%	6.118%	0.000%	74%								100%	100%
Workforce Technician I	100%	\$ 26,780																							0.611%	0.551%	18.795%	6.118%	0.000%	74%								100%	100%
Workforce Technician Lead	100%	\$ 53,722							5%																												100%	100%	
Salaries/Wages	27.00	\$ 1,468,670	\$ 182,024	\$ 55,932	\$ 187,515	\$ 58,895	\$ 21,453	\$ 8,865	\$ 6,524	\$ 32,136	\$ 48,204	\$ 44,496	\$ 9,194	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,121	\$ 10,744	\$ 11,756	\$ 6,607	\$ 42,432	\$ 327	\$ 295	\$ 10,065	\$ 3,276	\$ -	\$ 129,540	\$ 32,026	\$ 373,050	\$ 178,814	100%				
Fringe		\$ 415,368	\$ 51,480	\$ 15,819	\$ 53,033	\$ 16,657	\$ 6,067	\$ 2,507	\$ 1,845	\$ 9,089	\$ 13,633	\$ 12,584	\$ 2,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,994	\$ 3,039	\$ 3,325	\$ 1,869	\$ 12,001	\$ 93	\$ 83	\$ 2,847	\$ 927	\$ -	\$ 36,636	\$ 9,057	\$ 105,506	\$ 50,572	100%				
Direct FTE			3.41	0.99	3.35	1.00	0.35	0.18	0.12	0.50	0.75	1.00	0.15	-	-	-	-	-	-	-	0.25	0.20	0.20	0.10	0.85	0.01	0.01	0.38	0.12	-	4.23	0.80	5.05	3.00	27.00				
Enter Fringe Rate for Cost Pool Staff Here:		28.3%																																					
Allocated Cost Pool Personnel based on Direct FTE		13.08																																					
Career Basic Cost Pool	100%	\$ 129,540	25%	8%	25%	8%	3%	1%	1%	4%	7%	6%	1%	0%	0%	0%	0%	0%	0%	2%	1%	2%	1%	6%	0%	0%	0%	0%	0%								100%		
Business Services Cost Pool	100%	\$ 32,026	25%	8%	25%	8%	3%	1%	1%	4%	7%	6%	1%	0%	0%	0%	0%	0%	0%	2%	1%	2%	1%	6%	0%	0%	0%	0%	0%								100%		
Program Management Cost Pool	100%	\$ 373,050	25%	8%	25%	8%	3%	1%	1%	4%	7%	6%	1%	0%	0%	0%	0%	0%	0%	2%	1%	2%	1%	6%	0%	0%	0%	0%	0%								100%		
Fiscal Cost Pool	100%	\$ 178,814	24%	7%	25%	8%	3%	1%	1%	4%	6%	6%	1%	0%	0%	0%	0%	0%	0%	2%	1%	2%	1%	6%	0%	0%	1%	0%	0%								100%		
Cost Pool Salaries/Wages		\$ 713,430	\$ 174,463	\$ 53,608	\$ 179,726	\$ 56,449	\$ 20,562	\$ 8,497	\$ 6,253	\$ 30,801	\$ 46,202	\$ 42,648	\$ 8,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,535	\$ 10,298	\$ 11,268	\$ 6,333	\$ 40,670	\$ 314	\$ 283	\$ 2,384	\$ 776	\$ -						100%			
Cost Pool Fringe		\$ 201,771	\$ 49,341	\$ 15,161	\$ 50,830	\$ 15,965	\$ 5,815	\$ 2,403	\$ 1,768	\$ 8,711	\$ 13,067	\$ 12,062	\$ 2,492	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,828	\$ 2,913	\$ 3,187	\$ 1,791	\$ 11,502	\$ 89	\$ 80	\$ 674	\$ 219	\$ -						100%			
TOTAL SALARIES/WAGES		\$ 1,468,670	\$ 356,486	\$ 109,540	\$ 367,241	\$ 115,344	\$ 42,014	\$ 17,361	\$ 12,777	\$ 62,937	\$ 94,406	\$ 87,144	\$ 18,006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,656	\$ 21,043	\$ 23,024	\$ 12,940	\$ 83,102	\$ 641	\$ 578	\$ 12,449	\$ 4,052	\$ -									
TOTAL FRINGE		\$ 415,368	\$ 100,821	\$ 30,980	\$ 103,863	\$ 32,621	\$ 11,882	\$ 4,910	\$ 3,613	\$ 17,800	\$ 26,700	\$ 24,646	\$ 5,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,822	\$ 5,951	\$ 6,512	\$ 3,660	\$ 23,503	\$ 181	\$ 163	\$ 3,521	\$ 1,146	\$ -									
TOTAL PERSONNEL COSTS		\$ 1,884,038	\$ 457,307	\$ 140,520	\$ 471,104	\$ 147,966	\$ 53,897	\$ 22,271	\$ 16,390	\$ 80,737	\$ 121,105	\$ 111,790	\$ 23,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,478	\$ 26,994	\$ 29,535	\$ 16,600	\$ 106,605	\$ 822	\$ 741	\$ 15,970	\$ 5,198	\$ -									
# of Full Time Equivalents (FTEs)			6.608	1.973	6.645	2.035	0.727	0.331	0.235	1.065	1.597	1.782	0.312	-	-	-	-	-	-	-	0.498	0.389	0.407	0.216	1.596	0.018	0.016	0.419	0.137	-						27.00			
% of FTE's			26.66%	7.31%	24.61%	7.54%	2.69%	1.22%	0.87%	3.94%	5.91%	6.60%	1.15%	0.00%	0.00%	0.00%	0.00%																						



INFORMATION NOTICE

Date: June 5, 2018 Number: WSIN17-41

Expiration Date: 07/05/2020



WIOA FORMULA ALLOCATIONS – PY 18-19

The *Workforce Innovation and Opportunity Act* (WIOA) formula fund allocations for each Local Workforce Development Area (Local Areas), for the Youth, Adult, and Dislocated Worker (DW) funding streams for Program Year (PY) 2018-19, have been released. These allocations are based on the allotments issued by the U.S. Department of Labor (DOL) to the states (refer to DOL Training and Employment Guidance Letter (TEGL) [16-17](#), dated May 21, 2018).

The WIOA prescribes a specific method to calculate sub-state hold harmless levels for DW Program funds. As a result, there is an alignment in the WIOA hold harmless provisions across the Youth, Adult, and DW programs. These hold harmless provisions were established to help mitigate year-to-year volatility in funding levels. Under the WIOA, hold harmless provisions ensure that each area receives no less than 90 percent of their average percentage share from the two prior years. The local areas that receive more than 100 percent of their average percentage share from the previous two years will be proportionately reduced by the amount of total funding necessary to ensure that all local areas receive at least 90 percent of their average percentage share from the two prior years.

Please be aware that this notice is being issued for **planning and budgeting purposes only because the state has not yet received the federal *Notice of Award* (NOA)** for any of the funding streams. Once the NOA has been received, Youth allocations will be released to Local Areas immediately. Youth allotments to the states will be issued in one sum with an effective date of April 1, 2018, under the grant code 301. The Adult and DW allocations will be released as soon as we receive federal and state spending authority for these funds.

The allotment to California and the amounts available for the formula allocation to the local areas are listed below. Attachment 1 reflects the total amount local areas will receive for each of the funding streams during the PY 18-19. Additionally, Attachment 2 provides a breakdown of how each of the three funding streams is allocated.

PY 18-19 Title I	Total Federal Allotment	Amount Available for Formula Allocation
Youth Program	\$122,420,854	\$104,057,726
Adult Program	\$117,884,993	\$100,202,245
Dislocated Worker Program	\$154,748,352	\$92,849,012

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

If you have any questions about this notice, please contact Julia Williams at Julia.Williams@edd.ca.gov or by phone (916) 654-7386.

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Youth , Adult, and Dislocated Worker Program Activities Allocations](#)
2. [WIOA Funding SFY 18-19](#)

Workforce Innovation and Opportunity Act
Youth, Adult, and Dislocated Worker Program Activities Allocations
Program Year 18-19

Local Area	Round 1			Round 2		Grand Total
	Youth	Adult	Dislocated Worker	Adult	Dislocated Worker	
Alameda	\$1,501,261	\$224,987	\$355,415	\$1,194,329	\$1,682,839	\$4,958,831
Anaheim City	\$716,550	\$109,871	\$103,744	\$583,246	\$491,214	\$2,004,625
Contra Costa	\$1,437,079	\$220,716	\$315,807	\$1,171,658	\$1,495,298	\$4,640,558
Foothill	\$529,924	\$87,067	\$89,777	\$462,188	\$425,079	\$1,594,035
Fresno	\$5,525,903	\$834,893	\$787,481	\$4,431,978	\$3,728,603	\$15,308,858
Golden Sierra	\$828,249	\$129,188	\$183,629	\$685,787	\$869,454	\$2,696,307
Humboldt	\$327,376	\$44,512	\$44,500	\$236,290	\$210,701	\$863,379
Imperial	\$2,616,119	\$408,264	\$392,127	\$2,167,245	\$1,856,662	\$7,440,417
Kern, Inyo, and Mono	\$5,247,779	\$804,545	\$808,548	\$4,270,878	\$3,828,353	\$14,960,103
Kings	\$751,512	\$130,834	\$112,281	\$694,523	\$531,634	\$2,220,784
Long Beach/Pacific Gateway	\$1,649,824	\$240,169	\$183,436	\$1,274,922	\$868,542	\$4,216,893
Los Angeles City	\$12,537,866	\$1,936,203	\$1,472,367	\$10,278,237	\$6,971,448	\$33,196,121
Los Angeles County	\$9,894,978	\$1,511,410	\$1,317,124	\$8,023,228	\$6,236,382	\$26,983,122
Madera	\$751,097	\$118,815	\$104,154	\$630,721	\$493,153	\$2,097,940
Merced	\$1,635,662	\$243,184	\$233,606	\$1,290,925	\$1,106,091	\$4,509,468
Monterey	\$1,859,440	\$293,037	\$374,027	\$1,555,571	\$1,770,960	\$5,853,035
Mother Lode	\$365,046	\$66,943	\$64,281	\$355,362	\$304,362	\$1,155,994
NoRTEC	\$2,359,872	\$370,676	\$346,529	\$1,967,711	\$1,640,761	\$6,685,549
North Bay	\$832,953	\$139,773	\$174,677	\$741,975	\$827,070	\$2,716,448
North Central Counties	\$1,210,688	\$184,022	\$188,167	\$976,870	\$890,944	\$3,450,691
NOVA	\$1,294,817	\$208,637	\$325,188	\$1,107,538	\$1,539,717	\$4,475,897
Oakland City	\$1,195,597	\$191,522	\$165,843	\$1,016,682	\$785,239	\$3,354,883
Orange	\$2,739,256	\$405,651	\$695,236	\$2,153,375	\$3,291,839	\$9,285,357
Richmond City	\$313,505	\$52,322	\$40,670	\$277,749	\$192,568	\$876,814
Riverside	\$6,752,855	\$1,022,248	\$1,003,266	\$5,426,542	\$4,750,313	\$18,955,224
Sacramento	\$3,743,452	\$575,091	\$571,741	\$3,052,836	\$2,707,108	\$10,650,228
San Benito	\$206,274	\$31,428	\$36,686	\$166,829	\$173,701	\$614,918
San Bernardino County	\$5,932,193	\$896,117	\$805,461	\$4,756,981	\$3,813,737	\$16,204,489
San Diego	\$6,479,900	\$973,045	\$1,110,055	\$5,165,350	\$5,255,945	\$18,984,295
San Francisco	\$1,082,742	\$190,554	\$285,694	\$1,011,545	\$1,352,718	\$3,923,253
San Joaquin	\$3,073,539	\$464,740	\$445,386	\$2,467,043	\$2,108,837	\$8,559,545
San Jose - Silicon Valley	\$2,067,738	\$311,586	\$399,161	\$1,654,033	\$1,889,968	\$6,322,486
San Luis Obispo	\$555,324	\$68,071	\$79,650	\$361,352	\$377,130	\$1,441,527
Santa Ana City	\$862,145	\$134,619	\$86,687	\$714,614	\$410,449	\$2,208,514
Santa Barbara	\$1,222,137	\$140,950	\$174,808	\$748,223	\$827,691	\$3,113,809
Santa Cruz	\$1,117,520	\$157,263	\$172,229	\$834,823	\$815,478	\$3,097,313
SELACO	\$939,705	\$142,267	\$155,717	\$755,217	\$737,295	\$2,730,201
Solano	\$1,023,300	\$168,702	\$185,109	\$895,542	\$876,461	\$3,149,114
Sonoma	\$790,012	\$118,759	\$144,486	\$630,425	\$684,119	\$2,367,801
South Bay	\$1,449,639	\$237,043	\$241,924	\$1,258,327	\$1,145,472	\$4,332,405
Stanislaus	\$2,497,091	\$383,265	\$371,744	\$2,034,538	\$1,760,154	\$7,046,792
Tulare	\$3,117,273	\$471,484	\$466,071	\$2,502,846	\$2,206,775	\$8,764,449
Ventura	\$1,630,835	\$237,930	\$357,434	\$1,263,036	\$1,692,397	\$5,181,632
Verdugo	\$653,771	\$111,304	\$121,146	\$590,850	\$573,606	\$2,050,677
Yolo	\$737,928	\$90,133	\$97,243	\$478,465	\$460,433	\$1,864,202
TOTAL	\$104,057,726	\$15,883,840	\$16,190,312	\$84,318,405	\$76,658,700	\$297,108,983

Workforce Innovation and Opportunity Act (WIOA) Funding Program Year 18-19

Funding Stream	Round 1 (Base)	Share	Round 2 (Base)	Share	Total
Youth Total	\$ 122,420,854		\$ -		\$ 122,420,854
Formula	\$ 104,057,726	85.00%	\$ -		\$ 104,057,726
Governor's Discretionary	\$ 18,363,128	15.00%	\$ -		\$ 18,363,128
Adult Total	\$ 18,686,870		\$ 99,198,123		\$ 117,884,993
Formula	\$ 15,883,840	85.00%	\$ 84,318,405	85.00%	\$ 100,202,245
Governor's Discretionary	\$ 2,803,030	15.00%	\$ 14,879,718	15.00%	\$ 17,682,748
Dislocated Worker Total	\$ 26,983,853		\$ 127,764,499		\$ 154,748,352
Formula	\$ 16,190,312	60.00%	\$ 76,658,700	60.00%	\$ 92,849,012
Rapid Response	\$ 6,745,963	25.00%	\$ 31,941,125	25.00%	\$ 38,687,088
Governor's Discretionary	\$ 4,047,578	15.00%	\$ 19,164,674	15.00%	\$ 23,212,252
Total WIOA Funds	\$ 168,091,577		\$ 226,962,622		\$ 395,054,199
Formula	\$ 136,131,878		\$ 160,977,105		\$ 297,108,983
Rapid Response	\$ 6,745,963		\$ 31,941,125		\$ 38,687,088
Governor's Discretionary	\$ 25,213,736		\$ 34,044,392		\$ 59,258,128

* Program Year 18-19 WIOA allotments based on TEGL No. 16-17, dated May 21, 2018



INFORMATION NOTICE

Date: June 8, 2018 Number: WSIN17-43

Expiration Date: 07/08/2020



PY 18-19 RAPID RESPONSE AND LAYOFF AVERSION FUNDS

The Rapid Response and Layoff Aversion funding provided to Local Workforce Development Areas (Local Areas) for the period of July 1, 2018, through June 30, 2019, has been released (see attachment for specific funding detail). Please note these allocations include both the “formula” Rapid Response funding along with separate allocations for Layoff Aversion, consistent with the policy detailed in Workforce Services Directive [WSD16-04](#) published on July 22, 2016.

Use of Rapid Response and Layoff Aversion Funds

These funds can only be used to defray the cost of required and allowable Rapid Response activities in response to layoffs, business closures, and natural disasters. Only expenditures for activities described in Sections 3(51) and 134(a)(2)(A) of the *Workforce Innovation and Opportunity Act* (WIOA) will be reimbursed under the formula Rapid Response grant codes. Other activities not described in these sections must be paid with other funds.

As referenced in Directive WSD14-3, baseline, layoff-based, and hold-harmless Rapid Response funds will continue to be issued to each Local Area in their master subgrant, as grant codes 540 and 541. These formula Rapid Response funds may be spent on the wide range of required and/or allowable activities.

Local Areas shall continue to report Incumbent Worker Training participant enrollments funded with Rapid Response formula funds, under grant code 2274. Layoff Aversion funding will be issued under grant codes 292 and 293 in each Local Area’s master subgrant. These funds are to be spent exclusively on Layoff Aversion activities, which includes Incumbent Worker Training.

Participants receiving Additional Assistance services must be enrolled in grant code 241. Funds used for training services when serving Additional Assistance participants qualify as “leveraged resources,” which will assist Local Areas in meeting the training expenditure requirement, as described in Directive WSD14-1.

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

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachment is available on the internet:

[PY 18-19 Rapid Response and Layoff Aversion Funds Allocations](#)

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

Workforce Innovation and Opportunity Act
 Rapid Reponse and Layoff Aversion by Formula Allocations
 Program Year 2018-19

Local Area	Rapid Response			Layoff Aversion			Grand Total
	Round 1	Round 2	Total	Round 1	Round 2	Total	
Alameda	\$32,103	\$159,299	\$191,402	\$9,055	\$35,576	\$44,631	\$236,033
Anaheim City	\$30,244	\$150,073	\$180,317	\$8,530	\$33,516	\$42,046	\$222,363
Contra Costa	\$34,835	\$172,855	\$207,690	\$9,825	\$38,604	\$48,429	\$256,119
Foothill	\$35,037	\$173,858	\$208,895	\$9,882	\$38,828	\$48,710	\$257,605
Fresno	\$47,726	\$236,820	\$284,546	\$13,461	\$52,889	\$66,350	\$350,896
Golden Sierra	\$57,376	\$284,706	\$342,082	\$16,183	\$63,583	\$79,766	\$421,848
Humboldt	\$18,501	\$91,803	\$110,304	\$5,218	\$20,503	\$25,721	\$136,025
Imperial	\$20,823	\$103,326	\$124,149	\$5,873	\$23,076	\$28,949	\$153,098
Kern, Inyo, Mono	\$76,947	\$381,824	\$458,771	\$21,703	\$85,273	\$106,976	\$565,747
Kings	\$17,971	\$89,174	\$107,145	\$5,069	\$19,915	\$24,984	\$132,129
Long Beach/Pacific Gateway	\$47,041	\$233,425	\$280,466	\$13,268	\$52,131	\$65,399	\$345,865
Los Angeles City	\$130,822	\$649,155	\$779,977	\$36,898	\$144,976	\$181,874	\$961,851
Los Angeles County	\$213,159	\$1,057,724	\$1,270,883	\$60,122	\$236,221	\$296,343	\$1,567,226
Madera	\$21,137	\$104,883	\$126,020	\$5,962	\$23,423	\$29,385	\$155,405
Merced	\$20,325	\$100,858	\$121,183	\$5,733	\$22,524	\$28,257	\$149,440
Monterey	\$39,397	\$195,491	\$234,888	\$11,112	\$43,659	\$54,771	\$289,659
Mother Lode	\$47,952	\$237,944	\$285,896	\$13,525	\$53,140	\$66,665	\$352,561
NoRTEC	\$109,898	\$545,326	\$655,224	\$30,997	\$121,787	\$152,784	\$808,008
North Bay	\$53,342	\$264,692	\$318,034	\$15,045	\$59,114	\$74,159	\$392,193
North Central Counties	\$47,280	\$234,607	\$281,887	\$13,335	\$52,395	\$65,730	\$347,617
NOVA-San Mateo	\$259,125	\$1,285,816	\$1,544,941	\$73,087	\$287,162	\$360,249	\$1,905,190
Oakland City	\$37,219	\$184,684	\$221,903	\$10,498	\$41,245	\$51,743	\$273,646
Orange	\$111,473	\$553,144	\$664,617	\$31,441	\$123,534	\$154,975	\$819,592
Richmond City	\$21,620	\$107,284	\$128,904	\$6,098	\$23,960	\$30,058	\$158,962
Riverside	\$55,054	\$273,185	\$328,239	\$15,528	\$61,010	\$76,538	\$404,777
Sacramento	\$63,562	\$315,403	\$378,965	\$17,928	\$70,439	\$88,367	\$467,332
San Benito	\$17,441	\$86,546	\$103,987	\$4,919	\$19,329	\$24,248	\$128,235
San Bernardino County	\$75,850	\$376,375	\$452,225	\$21,393	\$84,056	\$105,449	\$557,674
San Diego	\$112,736	\$559,410	\$672,146	\$31,797	\$124,933	\$156,730	\$828,876
San Francisco	\$80,777	\$400,824	\$481,601	\$22,783	\$89,516	\$112,299	\$593,900
San Joaquin	\$39,191	\$194,469	\$233,660	\$11,054	\$43,431	\$54,485	\$288,145
San Jose - Silicon Valley	\$67,709	\$335,982	\$403,691	\$19,097	\$75,035	\$94,132	\$497,823
San Luis Obispo	\$20,799	\$103,205	\$124,004	\$5,866	\$23,049	\$28,915	\$152,919
Santa Ana City	\$62,912	\$312,178	\$375,090	\$17,744	\$69,719	\$87,463	\$462,553
Santa Barbara	\$24,510	\$121,622	\$146,132	\$6,913	\$27,162	\$34,075	\$180,207
Santa Cruz	\$22,032	\$109,328	\$131,360	\$6,214	\$24,416	\$30,630	\$161,990
SELACO	\$21,797	\$108,159	\$129,956	\$6,148	\$24,155	\$30,303	\$160,259
Solano	\$24,963	\$123,869	\$148,832	\$7,041	\$27,663	\$34,704	\$183,536
Sonoma	\$55,201	\$273,915	\$329,116	\$15,570	\$61,173	\$76,743	\$405,859
South Bay	\$95,551	\$474,134	\$569,685	\$26,950	\$105,888	\$132,838	\$702,523
Stanislaus	\$74,355	\$368,961	\$443,316	\$20,972	\$82,400	\$103,372	\$546,688
Tulare	\$54,312	\$269,504	\$323,816	\$15,319	\$60,188	\$75,507	\$399,323
Ventura	\$40,403	\$200,482	\$240,885	\$11,396	\$44,773	\$56,169	\$297,054
Verdugo	\$73,448	\$364,460	\$437,908	\$20,716	\$81,395	\$102,111	\$540,019
Yolo	\$16,970	\$84,209	\$101,179	\$4,788	\$18,807	\$23,595	\$124,774
TOTAL	\$2,630,926	\$13,054,991	\$15,685,917	\$742,056	\$2,915,571	\$3,657,627	\$19,343,544

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION
 2037 W. Cleveland Avenue, Madera, CA 93637

NON-EXEMPT SALARY SCHEDULE

Review Date: 7/19/2017; 8/24/2017, 3/22/2018, 4/26/18, 6/28/18

Job Title	Monthly Salary Range		Hourly Range	
Workforce Assistant	\$ 1,906.00	to \$ 2,185.00	\$ 11.00	to \$ 12.61
Administrative Support Assistant	\$ 2,230.00	to \$ 2,524.00	\$ 12.87	to \$ 14.56
Workforce Technician I	\$ 2,230.00	to \$ 2,524.00	\$ 12.87	to \$ 14.56
Workforce Technician II	\$ 2,575.00	to \$ 3,214.00	\$ 14.86	to \$ 18.54
Account Clerk I	\$ 2,630.00	to \$ 3,200.00	\$ 15.17	to \$ 18.46
Lead Workforce Technician	\$ 3,244.00	to \$ 3,296.00	\$ 18.72	to \$ 19.02
Program Technician	\$ 3,276.00	to \$ 3,992.00	\$ 18.90	to \$ 23.03
Business Specialist	\$ 3,336.00	to \$ 4,068.00	\$ 19.25	to \$ 23.47
Career Specialist	\$ 3,336.00	to \$ 4,068.00	\$ 19.25	to \$ 23.47
Principal Accounting Technician	\$ 3,336.00	to \$ 4,068.00	\$ 19.25	to \$ 23.47
Executive Assistant - Confidential	\$ 4,278.00	to \$ 5,215.00	\$ 24.68	to \$ 30.09
Lead Business Services Specialist	\$ 4,600.00	to \$ 5,290.00	\$ 26.54	to \$ 30.52
Workforce Analyst	\$ 4,600.00	to \$ 5,290.00	\$ 25.54	to \$ 30.52
Disability Resource Coordinator	\$ 5,356.00	to \$ 6,200.00	\$ 30.90	to \$ 35.77
English Language Learner (ELL) Project Navigator	\$ 5,356.00	to \$ 6,200.00	\$ 30.90	to \$ 35.77

Stipends for eligible Non-Exempt staff

	Annually
Cellular Phone – text only	\$ 240.00
Cellular Phone – data and text	\$ 480.00

Madera County Office of Education (MCOE) staff carried over on January 1, 2013 only:

Job Title	Monthly Salary/Range	Hourly Rate/Range
Lead Workforce Technician	\$4,476.86	\$ 25.83
Business Specialist	\$ 3,708.00 to \$ 4,707.78	\$ 21.39 to \$ 27.16
Career Specialist	\$ 3,708.00 to \$ 4,709.92	\$ 21.39 to \$ 27.17
Principal Accounting Tech (.63 FTE)	\$2,669.28	\$ 24.27

Longevity pay is equal to 5% of the employee's current salary for each longevity period, starting on the 8th year after hire date.

Example:

Starting Monthly Salary	Hire Date	8 th YR	Every 3 rd YR	Every 3 rd YR
		LONG 1	LONG 2	LONG 3
\$1,000	1/1/2000	2/1/2008	2/1/2011	2/1/2014
	5% increase	\$50.00	\$52.50	\$55.13
		\$1,050.00	\$1,102.50	\$1,157.63

	Annually
Bilingual Stipend – Oral only	\$ 600.00
Bilingual Stipend – Oral, Read Write	\$ 900.00
Master Degree	\$ 1,000.00
Cellular Phone – text only	\$ 240.00
Cellular Phone – data and text	\$ 480.00



JOB TITLE: Administrative Support Assistant

Salary Range: \$2,230-\$2524/Month

SUMMARY:

Under the direction of the Executive Director, provide clerical support to, the Executive Assistant and administrative staff as assigned; work with the Board of Directors, employees and customers; assist in preparing correspondences, receiving visitors, arranging conference calls, scheduling meetings and coordinating corporate events; maintain confidentiality of sensitive and privileged information.

ESSENTIAL DUTIES:

Plan, coordinate, and organize office activities and coordinate flow of communications.

Receive, screen, and route telephone calls; refer calls, visitors, and the public to appropriate staff members.

Coordinate and schedule various appointments and meetings; prepare and disseminate calendar of events.

Organize, coordinate, and schedule numerous meetings, workshops, and other special projects including scheduling, reserving facilities, room set-up, ordering, and assembling materials and supplies and monitoring related follow-up activities.

Arrange travel reservations and accommodations; facilitate and coordinate various events; schedule workshops, reserve conference rooms, and arrange for refreshments for various meetings as assigned.

Compile and type various letters, bulletins, lists, and other materials as directed; prepare, format, and edit forms, brochures, flyers and written materials, post and maintain a myriad of data and materials on the organization's website and Facebook page.

Receive, sort, and route incoming mail; review and determine priority of incoming mail; compose replies independently or from oral direction.

Attend a variety of meetings and conferences as requested; compile related notices, reports, and agendas; take and transcribe minutes and summary reports of meeting; distribute minutes and reports to administrative staff and the Board as appropriate.

Assure confidentiality of information; assure a positive image of the corporation within the community.

Operate a variety of office equipment including a copier, scanner, fax machine, typewriter, and a computer and assigned software; utilize a computer and peripheral equipment to record information and generate lists, reports, and other materials; drive a company vehicle to various sites as necessary to conduct work.

Implement office procedures to assure complete and timely operations.

Translate forms, documents, brochures, flyers or other written materials from English to Spanish.

OTHER DUTIES:

Cover lobby and resource room area, as needed.

Attend and participate in a variety of in-service trainings and meetings.

Communicate with various outside agencies to exchange information regarding programs and services.

Perform related duties as assigned.

This job description is only a summary of typical functions, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office.
- Madera County Workforce Investment Corporation organization, operations, policies, and objectives.
- Modern office practices, procedures, and equipment.
- Recordkeeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

- Interpersonal skills using tact, patience, and courtesy.
- Methods of collecting and organizing data and information.
- Operation of a computer and assigned software.

ABILITY TO:

- Speak, read, and write Spanish.
- Perform responsible clerical and administrative assistant duties to relieve an administrator of a variety of administrative details.
- Organize and prioritize a variety of diverse tasks in an effective and timely manner.
- Answer telephones and greet the public courteously.
- Maintain a variety of complex files and records.
- Organize and coordinate office activities.
- Type or input data.
- Operate a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Completion of a high school diploma or the equivalent and a minimum of one year of customer service, general clerical, or reception work involving high levels of public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.

Travel both within and outside of the County for employment purposes.

Participation at outdoor community events.

PHYSICAL DEMANDS:

Communicating to exchange information in person or on the telephone.
Sitting, standing, or moving around for extended periods of time.
Ability to operate computer keyboard.
Reading a variety of materials.
Reaching or bending to retrieve documents/files.
Lifting or carrying up to 10 lbs.

DRAFT



JOB TITLE: DISABILITY RESOURCE COORDINATOR

SALARY RANGE: \$5,356 - \$6,200

SUMMARY:

Under the direction of an assigned supervisor act as a liaison between employers, agencies, and other resource providers to assist persons with disabilities in successfully accessing and utilizing available training and employment opportunities and navigating through the complex provisions of the many programs in which they may be participating.

ESSENTIAL DUTIES:

Serve as an expert on workforce development issues and policies impacting individuals with disabilities who are seeking employment, skill development, job retention assistance, or career advancement through the workforce development system.

Serve as a resource within the workforce development community and to outside agencies to ensure the availability of comprehensive knowledge of federal, state, local and private programs that impact the ability of individuals with disabilities to enter and remain in the workforce.

Maintain a job seeker caseload including all required and appropriate documentation; determine customer eligibility; administer and interpret various vocational and basic skills assessment tools and data; create and maintain individual job seeker files and paperwork; assist job seekers in identifying appropriate career pathways and goals and in the development of an Individual Employment Plan; counsel job seeker and review their progress while providing encouragement and motivation.

Develop linkages and coordinate with Workforce Development Board Business Specialists and employers to facilitate work experience and job placement for individuals with disabilities, coordinate job fairs and employer events, and assist employers with information and resources specific to appropriate accommodations for individuals with disabilities in the workforce.

Ensure that the Workforce Assistance Center facilities, service, programs and equipment are accessible to individuals with disabilities, including ensuring the availability of publications and materials in alternate formats.

Conduct outreach to and coordinate with community service providers, local Independent Living Centers, and public and private mental health and developmental disability organizations. Foster linkages between these organizations operating through the workforce development system, including Social Security employment support programs.

Develop, implement, plan and organize an Integrated Resources Team, plan and organize collaborative meetings by setting meeting dates, coordinating participation, and preparing and distributing meeting materials.

Train workforce staff on the unique employment needs of individuals with disabilities, assistive technology and the accommodation process, the services and resources available to them, and the definitions and requirements of the Americans with Disabilities Act (ADA); Section 504 (Part 32) of the Rehabilitation Act and WIOA section 188 (Part 38).

Work with the Young Adult Program and staff to assist youth in accessing the individualized supports (including Individuals with Disabilities Education Act (IDEA) mandated special education and related services) needed to successfully transition to adulthood.

Serve as the designated liaison for the Social Security Administration's Ticket to Work program and any other appropriate SSA programs. Maintain annual Community Partner Work Incentives Counselor certification and provide advisement to beneficiaries on how work may impact disability benefits.

Track performance goals and facilitate the collection of participant data that may be required to effectively evaluate the Disability Employment Accelerator grant such as monthly narrative and project end reports.

OTHER DUTIES:

Perform related duties as assigned.

This job description is only a summary of typical functions, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Unique challenges experienced by persons with disabilities.
Laws and regulations impacting program functions and services.
Skills in time management.

Appropriate resources and services available.
Needs assessment techniques.
Planning and coordination of staff development/training programs.
Program evaluation techniques.
Interpersonal skills including tact, patience, and courtesy.
Operation of a computer and assigned software.
Operation of a myriad of assistive technology for the disabled.
Recordkeeping and report writing techniques.
Interpersonal skills including tact, patience, and courtesy.
Operation of a computer and assigned software.
Recordkeeping and report writing techniques.
Oral and written communication skills in English and a designated second language preferred.
American Sign Language and/or other sign systems preferred.

ABILITY TO:

Apply program rules, policies, and regulations.
Prepare accurate program reports.
Work flexible hours, including some evening and weekends.
Follow agency protocols and procedures.
Establish and maintain cooperative, professional relationships with staff, colleagues, agency partners, and the community.
Plan and coordinate staff development programs.
Travel to and attend required meetings, trainings, and conferences.
Evaluate and analyze complex problems, issues, and concerns and render judgment, make timely and effective decisions, and solve problems efficiently.
Implement Madera County Workforce Investment Corporation's policies and procedures in a positive manner.
Plan and organize work.
Operate a computer and standard office equipment.
Communicate effectively both orally and in writing.
Prepare and maintain records and reports related to assigned activities.
Work independently with little direction.
Oral and written communication skills in English and a designated second language preferred.
Use American Sign Language and/or other sign systems as needed preferred.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Completion of a Bachelor of Arts Degree in social work, psychology, sociology, rehabilitation, or other related field required; a minimum of two years experience working with programs which required extensive coordination between agencies, employers, or other community resources; two years experience working with persons with

disabilities; two years successful experience in coordinating and facilitating group interactions, meetings, and/or training.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Class C driver's license. Incumbents must be insurable by the liability carrier for the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Office and/or public environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.
Reading a variety of materials.
Communicating to exchange information and make presentations.
Operating a computer keyboard.
Sitting or standing for extended periods of time.

DRAFT



Agenda Item 8.7

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Interim Executive Director

Date: July 19, 2018

Subject: Employee Status Change – Principal Accounting Technician

Recommendation:

Staff request approval of employment status change for current Principal Accounting Technician from Regular Part-Time employment to Regular Full-Time employment as of July 1, 2018.

Summary:

One (1) Principal Accounting Technician staff is currently working at .63 FTE (5 hours day, M-F). Budget for FY 18-19 will allow this position to work as 1 FTE (8 hours day, M-F) and will be included in the budget for FY 18-19 accordingly. Annual increase of personnel costs for this specific position would be \$21,251.27. Due to the multiple grants for FY 18-19, carry-forward formula funds, and allocation of costs accordingly, MCWIC will not exceed the admin cap of 10% as outlined by WIOA funding.

Financing:

Workforce Innovation and Opportunity Act and Other Grants/Contracts

JOB TITLE	Scheduled Hours Per Day	Hrs. Per Pay Period	Actual Hourly Rate	Pay Period	Monthly 100% FTE Salary	Base Annual Salary	FTE % (based on hours worked)	Salary w/ Stipends & Longevity	Annual Salary	Annual Salary	Health	Dental	Vision	AD&D	457 Plan	OASDI (FICA 1)	Federal MED (FICA 2)	CA SUI - capped \$7,000 per EE wages	CA ETT - capped \$7,000 per EE wages	Workers Comp	Annual Total
Principal Accounting Technician	8	86.67	\$ 24,266.2	\$ 2,103.15	\$ 4,206.30	\$ 50,475.64	100.00%	\$ 50,475.64	\$ 50,475.64	\$ 50,475.64	\$ -	\$ 533.16	\$ 116.64	\$ 33.72	\$ 3,028.54	\$ 3,317.26	\$ 775.81	\$ 231.00	\$ 7.00	\$ 560.28	\$ 59,079.04
Principal Accounting Technician	5	55.00	\$ 24,266.2	\$ 1,334.64	\$ 2,669.28	\$ 32,031.36	63.00%	\$ 32,031.36	\$ 32,031.36	\$ 32,031.36	\$ -	\$ 533.16	\$ 116.64	\$ 33.72	\$ 1,921.88	\$ 2,105.10	\$ 492.32	\$ 231.00	\$ 7.00	\$ 355.55	\$ 37,827.73
Annual Increase		31.67	\$ -	\$ 768.51	\$ 1,537.02	\$ 18,444.28	37.00%	\$ 18,444.28	\$ 18,444.28	\$ 18,444.28	\$ -	\$ -	\$ -	\$ -	\$ 1,106.66	\$ 1,212.16	\$ 283.49	\$ -	\$ -	\$ 204.73	\$ 21,251.27

**CONFLICT OF INTEREST POLICY
OF
MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

**ARTICLE I
PURPOSE**

The purpose of this Conflict of Interest Policy (this “Policy”) is to protect Madera County Workforce Investment Corporation, a California nonprofit public benefit corporation (the “Corporation”), in the event any transaction or business arrangement contemplated by the Corporation might benefit the private interest of an officer or director of the Corporation or might give rise to an excess benefit transaction. This Policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

**ARTICLE II
DEFINITIONS**

1. **Interested Person.** Any member of the Board (“Director”), officer of the Corporation (“Officer”), or member of a committee of the Board (“Committee Member”) who has a direct or indirect financial interest is an “Interested Person”.

2. **Financial Interest.** A Director, Officer, or Committee Member has a financial interest if he or she has, directly or indirectly, through business, investment, or family, any of the following:

(a) An ownership or investment interest in any entity with which the Corporation has a transaction or business arrangement; or

(b) A compensation (including, direct and indirect remuneration as well as gifts or favors that are not insubstantial) arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction, engagement or business arrangement; or

(c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or business arrangement.

Whether a financial interest constitutes an impermissible conflict of interest in shall be determined by the board of directors of the Corporation (the “Board”) pursuant to Article III of this Policy.

///

///

ARTICLE III PROCEDURES

1. **Disqualifying Financial Interest.** Any Interested Person must obtain the Board's approval pursuant to Sections 2 and 3 of this Article III and disqualify himself or herself from making, participating in the making of, or attempting to influence any decisions of the Board, Officers, or Committee Members.

2. **Board Approval.** Upon the disqualification of the Interested Person, the Directors having no financial interest in the transaction or business arrangement, whether proposed or already entered, shall call a special meeting of the Board. At the special meeting, the Interested Person shall disclose all material facts relating to the financial interest in concern. The Board shall then determine whether the financial interest constitutes an impermissible conflict of interest. The financial interest may be permitted under the following conditions:

(a) **Prior Approval.** The Board may approve a proposed transaction or business arrangement in which an Interested Person may have a material financial interest if after reasonable investigation and prior to consummating the transaction or business arrangement, or any part thereof, with knowledge of the material facts concerning such transaction or business arrangement and the interested person, the Board determines in good faith by vote of a majority of Directors then in office (excluding the vote of any Interested Person that is a Director), that:

(1) The proposed transaction, engagement or business arrangement is for the Corporation's own benefit;

(2) The proposed transaction, engagement or business arrangement is fair and reasonable as to the Corporation; and

(3) The Corporation cannot obtain a more advantageous arrangement with reasonable efforts under the circumstances.

(b) **Ratification.** The Board may ratify a transaction or business arrangement entered into between the Corporation and the Interested Person in if the Board determines in good faith by vote of a majority of Directors then in office (excluding the vote of any Interested Person that is a Director), that:

(1) A committee or person authorized by the Board approved the transaction or business arrangement in concern;

(2) The Corporation entered into the transaction or business arrangement for its own benefit;

(3) The transaction or business arrangement was fair and reasonable as to the Corporation at the time the Corporation entered into the transaction; and

(4) It was not reasonably practicable to obtain approval of the Board prior to entering the transaction.

3. **Disqualifying Non-Financial Interest.**

(b) **Disqualifying Non-Financial Interest.** Any Director, Officer, or Committee Member must 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 making the making of decisions.

4. **Procedure of Disqualification.** A Director, Officer, or Committee Member required to disqualify himself or herself pursuant to this Policy, shall (1) immediately disclose the interest, (2) withdraw from any participation in the matter, (3) refrain from attempting to influence any other Director, Officer, or Committee Member, and (4) refrain from voting on the matter. In the event the Interested Person is a Director, however, the presence of such Director may be counted in determining whether a quorum exists.

5. **Violations of the Conflicts of Interest Policy.**

(a) If the Board has reasonable cause to believe any Director, Officer, or Committee Member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines that the Director, Officer or Committee Member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, including without limitation, removing such person from his or her respective office.

ARTICLE IV RECORDS AND PROCEEDINGS

The minutes of any special meeting of the Board conducted pursuant to this Policy shall contain:

(a) The names of the person or persons who disclosed or otherwise were found to have a financial interest or non-financial interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether or not a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or business arrangement, the content of the discussion,

including any alternatives to the proposed transaction or business arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V COMPENSATION

1. **Compensated Directors, Officers, and Committee Members.** The Corporation currently does not compensate any Director, Officer or Committee Member. In the event, that any such person receives, directly or indirectly, from the Corporation compensation for services, such person shall be precluded from voting on matters pertaining to his or her compensation.

2. **Prohibited Conduct.** No Director, Officer or Committee Member whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI ANNUAL STATEMENTS

Each Director, Officer, and Committee Member shall annually sign a statement that affirms such person:

- (a) Has received a copy of this Policy;
- (b) Has read and understands this Policy;
- (c) Has agreed to comply with this Policy; and
- (d) Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

ARTICLE VII PERIODIC REVIEWS

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits, if any, are reasonable, based on competent survey information, and are the result of arm's length bargaining.

(b) Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII USE OF OUTSIDE EXPERTS

When conducting the periodic reviews required under Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility to ensure that periodic reviews are conducted.

ARTICLE IX LEGAL STANDARDS

The Corporation and its Directors, Officers, and Committee Members shall adhere to conflict of interest rules imposed by law, including those contained in sections 5227, 5231 and 5233 of the California Nonprofit Public Benefit Corporation Law, section 4958 of the Internal Revenue Code, and any other provisions of state and federal law, as appropriate.

ARTICLE X WHISTLEBLOWER PROTECTIONS

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?

Pursuant to California Labor code Section 1102.5, employee are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 11063]

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a local, state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, **call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225**. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

ACKNOWLEDGEMENT OF CONFLICT OF INTEREST POLICY

I have received a copy of the Policy. I have read, understand, and agree to the provisions of the Policy. I understand that the Corporation is a California public benefit corporation, and in order for it to maintain its federal tax exemption it must engage primarily in activities that accomplish its tax exempt purposes. Furthermore, I have fully disclosed my direct or indirect financial interests, if any, pursuant to this conflict of interest policy.

Date: _____

Signature of Recipient

Printed Name of Recipient

DRAFT



Agenda Item 8.9

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Interim Executive Director

Date: July 19, 2018

Subject: Revision of MCWIC Business Policies and Procedures

Recommendation:

Staff recommend approval of revised Accounting & Financial Policies and Procedures Manual.

Summary:

Updated language in section "Review of Form 990 by Board of Directors" on page 100 to align language with Form 990 IRS requirements and as discussed at previous board meeting held May 24, 2018, to be corrected and returned for approval at next board meeting.

Updated Micro-Purchase language and maximum threshold amount in section "Authorizations and Purchasing Limits" on page 51, to be more in alignment with actual OMB procurement requirements. Also per discussion at previous board meeting held May 24, 2018, replace "< \$3,000" with "\$0 - \$3,000", along with spelling being corrected in David Beacon.

Updated language in "Establishment of Control Devices" on Page 66 in the Accounts Payable Management Section to include the use of Requisition documents. The Requisition is sometimes used as a direct pay instrument to expedite purchase and payment of product. Instance may include contacting a plumber for repair, etc.

Updated language in "Budget Modifications" section to reflect the 10% net change to budget will be based on 'grant budget categories'.

Financing:

Workforce Innovation and Opportunity Act

Review of Form 990 by Board of Directors

MCWIC's annual Form 990 is signed by the Executive Director and reviewed by the Board prior to being filed with the IRS. However, in the case of a pending submission deadline and to avoid penalty by the IRS, the Form 990 may be reviewed and approved by the Executive Director prior to being filed, and will be reviewed by the Board after being filed. The Internal Revenue Code and regulations do not require the governing board to review the Form 990, therefore, the IRS does not require an organization's board to do so. However, the IRS believes that board review of Form 990 may reflect good governance; in particular, a board that is more proactive, informed and engaged in ensuring that the organization continues to be organized and operated exclusively for exempt purposes.

Public Access to Information Returns

Under regulations that became effective in 1999, MCWIC is subject to Federal requirements to make the following forms "widely available" to all members of the general public:

1. The three most recent annual information returns (Form 990 and Form 990-T, if applicable), excluding the list of significant donors (Schedule B) that is attached to the Form 990, but including the accompanying Schedule A, and
2. MCWIC's original application for recognition of its tax-exempt status (Form 1023 or Form 1024), filed with IRS, and all accompanying schedules and attachments.

MCWIC adheres to the following guidelines in order to comply with the preceding public disclosure requirements:

1. Anyone appearing in person at the offices of MCWIC during normal working hours making a request to inspect the forms will be granted access to a file copy of the forms. The Fiscal Manager shall be responsible for maintaining this copy of each form and for making it available to all requesters.
2. For all written requests for copies of forms received by MCWIC, the Organization shall require prepayment of all copying and shipping charges. For requests for copies that are received without prepayment, MCWIC will notify the requester of this policy via phone call or by letter within 7 days of receipt of the original request.
3. The copying cost charged for providing copies of requested forms shall be \$1.00 for the first page copies and \$0.15 for each subsequent page. All copies shall be shipped to requesters via Priority Mail, thus, shipping charges will be a standard \$5.00 per shipment.
4. After payment is received, all requested copies shall be shipped to requesters within 30 days. Making of all copies and shipping within the 30-day time period shall be the responsibility of the Accounting Department.
5. For requests for copies made in person during normal business hours, copies shall be provided while the requester waits.
6. MCWIC shall accept certified checks, money orders, or personal checks for requests for copies made in person. MCWIC shall accept certified checks, money orders and personal checks as payment for copies of forms requested in writing.

Review of Form 990 by Board of Directors

MCWIC's annual Form 990 is reviewed by the Executive Director and Board prior to being filed with the IRS. However, in the case of a pending submission deadline and to avoid penalty by the IRS, the Form 990 may be reviewed and approved by the Executive Director prior to being filed, and will be reviewed by the Board after being filed. The Internal Revenue Code and regulations do not require the governing board to review the Form 990, therefore, the IRS does not require an organization's board to do so. However, the IRS believes that board review of Form 990 may reflect good governance; in particular, a board that is more proactive, informed and engaged in ensuring that the organization continues to be organized and operated exclusively for exempt purposes.

Public Access to Information Returns

Under regulations that became effective in 1999, MCWIC is subject to Federal requirements to make the following forms "widely available" to all members of the general public:

1. The three most recent annual information returns (Form 990 and Form 990-T, if applicable), excluding the list of significant donors (Schedule B) that is attached to the Form 990, but including the accompanying Schedule A, and
2. MCWIC's original application for recognition of its tax-exempt status (Form 1023 or Form 1024), filed with IRS, and all accompanying schedules and attachments.

MCWIC adheres to the following guidelines in order to comply with the preceding public disclosure requirements:

1. Anyone appearing in person at the offices of MCWIC during normal working hours making a request to inspect the forms will be granted access to a file copy of the forms. The Fiscal Manager shall be responsible for maintaining this copy of each form and for making it available to all requesters.
2. For all written requests for copies of forms received by MCWIC, the Organization shall require prepayment of all copying and shipping charges. For requests for copies that are received without prepayment, MCWIC will notify the requester of this policy via phone call or by letter within 7 days of receipt of the original request.
3. The copying cost charged for providing copies of requested forms shall be \$1.00 for the first page copies and \$0.15 for each subsequent page. All copies shall be shipped to requesters via Priority Mail, thus, shipping charges will be a standard \$5.00 per shipment.
4. After payment is received, all requested copies shall be shipped to requesters within 30 days. Making of all copies and shipping within the 30-day time period shall be the responsibility of the Accounting Department.
5. For requests for copies made in person during normal business hours, copies shall be provided while the requester waits.
6. MCWIC shall accept certified checks, money orders, or personal checks for requests for copies made in person. MCWIC shall accept certified checks, money orders and personal checks as payment for copies of forms requested in writing.

5. Documentation of the cost and price analysis associated with each procurement decision in excess of the simplified acquisition threshold (\$150,000) shall be retained in the procurement files pertaining to each federal award. (2 CFR Part 200.323)
6. All pre-qualified lists of persons, firms or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition. (2 CFR Part 200.319(d))
7. MCWIC will maintain records sufficient to detail the history of procurement, including: (2 CFR Part 200.318(i))
 - a. Rationale for the method of procurement;
 - b. Selection of contract type;
 - c. Contractor selection or rejection; and
 - d. The basis for the contract price.
8. MCWIC shall make all procurement files available for inspection upon request by a federal awarding agency.
9. MCWIC shall not utilize the cost-plus-a-percentage-of-costs method of contracting. (2 CFR Part 200.323(d))

All staff members with the authority to approve purchases will receive a copy of and be familiar with 2 CFR Part 200.400 – 475, Cost Principles.

Authorizations and Purchasing Limits

The following table lists required requisition approval levels and solicitation process:

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
\$0 - \$3,000 (or \$2,000 in the case of acquisitions for constructions subject to the Davis Bacon Act.)	<ul style="list-style-type: none"> • Supervisor or Manager • Fiscal Manager 	<ul style="list-style-type: none"> • Micro-Purchases should be distributed among qualified vendors/contractors, if possible. Such purchases do not need to be advertised nor is there a requirement for obtaining quotations, if the nonfederal entity considers the price to be reasonable. 	<ul style="list-style-type: none"> • May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
\$3,000 ≤ \$25,000	<ul style="list-style-type: none"> • Fiscal Manager • Executive Director • If applicable, State approval 	Small purchases exceeding \$3,000 requires 3 written bids or quotes (catalogue, Internet, written)	<ul style="list-style-type: none"> • Documentation of bids/quotes received • How decision was made

Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed on a daily basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

Only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the contractor records. No contractor statements shall be processed for payment.

Accounts Payable Cutoff

For purposes of the preparation of the MCWIC's monthly financial statements, all contractor invoices that are received, approved, and supported with proper documentation shall be recorded as accounts payable as of the end of the immediately preceding month if the invoice pertains to goods or services delivered by month-end.

Establishment of Control Devices

The accounting department establishes control of invoices as soon as they are approved and received.

Upon receipt, invoices are then matched up with approved purchase orders. If no purchase order has been approved, then upon research of purchase/invoice, requisition is created and submitted to Executive Director for approval.

Note: A Requisition document may be used in place of the normal Purchase Order document, only if the purchase is required immediately and paid immediately. The Requisition must still obtain all required data and signatures as outlined on a purchase order.

Payment Discounts

To the extent practical, MCWIC takes advantage of all prompt payment discounts offered by contractors. When such discounts are available, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

Employee Expense Reports

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form (see further policies under "Travel and Business Entertainment"). All required receipts must be attached, and a brief description of the business purpose of trip or meeting must be noted on the form. Expense reports will be processed for payment in the next vendor/contractor payment. Expenses older than 60 days following the end of the month the expense was incurred, may not be reimbursed.

The accounting department will periodically check expense reports against timesheets to ensure agreement of dates and activities.

In addition, monthly performance (non-financial) reports are submitted to department managers and to the Executive Director.

Budget and Program Revisions

MCWIC will request prior approval from federal awarding agencies for any of the following program or budget revisions: (2 CFR Part 200.308)

1. Change in the scope or objective of the project or program, even if there is no associated budget revision requiring prior written approval.
2. Change in a key person (Project Director, etc.) specified in the application or award document.
3. Disengagement for more than three months, or a 25% reduction in time devoted to the project, by the approved Project Director or principal investigator.
4. The need for additional federal funding.
5. The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR Part 200.407, Prior written approval.
6. The transfer of funds allotted for participant support costs to other categories of expense.
7. Unless described in the application and funded in the approved awards, the subaward, transfer, or contracting out of any work under an award. (However, this provision does not apply to purchases of supplies, materials, equipment, or general support services.)

Changes in the amount of the approved cost-sharing or matching provided by the Organization

Budget Modifications

After a budget has been approved by the Board of Directors and adopted by the Organization, an overall net change to funding source budget by major categories (Personnel Costs, General Operating Costs, Direct Participant Costs) of more than 10% will require a budget revision submitted to the Board of Directors for board approval. Reclassifications of a budgeted expense amounts across budget categories departments (line item adjustments) of less than \$10,000 may be made by the Fiscal Manager with approval of the Executive Director. Reclassifications of a budgeted expense amounts across budget categories departments s (line item adjustments) amount more than \$10,000 will be submitted to the Board of Directors for board approval-

All other budget modifications are to be brought to the full board on a quarterly basis for their review.



TITLE: Executive Director, Workforce Development Board of Madera County

BASIC FUNCTION:

Under the direction of the Madera County Workforce Investment Corporation (MCWIC), plan, organize, control and direct operations and programs to assist the Workforce Development Board (WDB) carry out the functions as defined by the Workforce Innovation and Opportunity Act (WIOA). Manage and coordinate functions of the MCWIC; train, supervise, and evaluate the performance of assigned personnel; provide a leadership role in collaboration with agencies and organizations within the Local Workforce Development Area and the one-stop partners to ensure maximum teamwork and integration of efforts and services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control, and direct operations and programs regarding workforce development services; manage and coordinate functions of the MCWIC.

Report to the MCWIC Board of Directors and to the WDB on development and revision of the local plan and selection of operators.

Develop and negotiate Memorandum of Understanding with all mandatory partners.

Negotiate local performance standards, and any other requirements of federal and state legislation.

Assure that MCWIC activities are administered appropriately; maintain a clear fiscal and programmatic audit trail.

Develop, implement, and monitor procedures to protect against unallowable expenditure of WIOA and other contracted funds.

Direct and coordinate the determination of resource allocation and levels of service according to established policies and procedures.

Monitor program effectiveness; evaluate results of projects based on identified objectives.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; prepare comprehensive reports to meet local, state, and federal requirements.

Oversee performance accountability system and report outcomes to the WIB.

Read, interpret, and disseminate incoming technical information regarding changes from the Department of Labor; monitor changes in federal and state laws and regulations applicable to related activities.

Facilitate the coordination and delivery of services between partners located at the Workforce Assistance Center and any satellite sites.

Lead the collaborative process of building partnerships to meet the WDB goals.

Plan, design, and coordinate a variety of administrative procedures, reporting systems, and internal processes to assure effective and efficient service delivery.

Meet with a variety of federal, state, regional, and local officials regarding current and future policy and procedural aspects of services, programs, and functions; analyze impact of proposed legislation.

Develop and prepare the annual preliminary budget regarding MCWIC services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Responsibilities:

Oversight:

- Ensure goals and objectives of WDB are met.
- Prepare RFPs for program operations, distribute, collect, evaluate and make recommendations to WDB.
- Assist the WDB in negotiation of area's performance standards.
- Oversee the area's performance accountability system and report outcomes to WDB.
- Provide oversight, monitoring and evaluation of operators, service providers, training providers and other entities that become part of the one-stop delivery system.
- Promote the workforce investment system through outreach and marketing.

Resource Development:

- Prepare proposals and seek alternative funding to support the programs, goals and objectives of the WDB.
- Explore and utilize innovative and leading edge opportunities in workforce, employment and training and related service areas.

Strategic Planning:

- Develop system-wide training opportunities for WDB and one-stop partners.
- Develop and hold community forums to identify workforce needs, services available, and prepare plans for addressing gaps.

- Assist in the development of continuous improvement strategies for the area's workforce system.

Support to WDB:

- Prepare WDB committee and MCWIC Board agendas.
- Develop policies for adoption by the WDB and MCWIC.
- Direct the implementation of WDB and MCWIC policies and priorities relating to assigned functions.
- Correspond with WDB committees and MCWIC Board.
- Attend all WDB committee and MCWIC Board meetings.
- Record and publish minutes of all meetings.
- Recruit and maintain WDB membership and certification and MCWIC Board members.
- Attend state and regional meetings of Local Workforce Development Area administrators.

OTHER DUTIES:

- Represent the WDB and MCWIC at regional meetings.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Culturally, economically, and ethnically disadvantaged groups, individuals, and communities.
- Community resources and local labor market.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures relating to WIA, including Government and non-profit corporations, including fund raising activities.
- Codes and regulations and the Ralph M. Brown Act.
- Principles and techniques of interviewing.
- Record-keeping techniques.
- Operation of a computer and assigned software.

ABILITY TO:

- Provide a leadership role in setting the direction of MCWIC including collaborative process of building partnerships to meet the WIOA requirements of a "one-stop" delivery system.
- Comply with employer requirements and policies governing the confidentiality of accessed data.
- Train, supervise and evaluate the performance of assigned staff.
- Establish and maintain cooperative and effective working relationships with others including boards, the public, outside agencies and staff.
- Analyze situations accurately and adopt an effective course of action.

- Meet schedules and time lines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Apply principles and techniques of interviewing to elicit employability information.
- Negotiate agreements and resolve operational or procedural problems among multiple parties.
- Speak and write clearly; exercise tact, discretion, and political acumen; elicit information; listen effectively; and mediate confrontations among diverse individuals and interest groups.

EDUCATION AND EXPERIENCE:

Any combination equivalent to possession of a bachelor of arts degree in business or public administration or related field, plus additional training or experience in professional program analysis, and five years of management and administrative experience including fiscal and project management duties related to employment training, preferably in a non-profit environment.

Master’s Degree in Public Administration or related field highly desirable/preferred.

The following qualifications are highly desirable:

Experience working with an appointed commission, employment development agencies, or similar legislative body and elected officials.

Experience in all aspects of complex project management involving multi-agency matrix organizations; strategic planning, process engineering, resource allocation, program evaluation, and budget development and monitoring.

Significant experience related to the provision of employment services, either in a public agency or in a service-oriented private sector organization.

Experience in building consensus and leading multi-disciplinary teams in a matrix organization.

Experience conducting highly complex research for the purpose of making policy recommendations to a multi-disciplinary board.

LICENSE:

Possession of a valid California Class C driver’s license. Incumbents must be insurable by the liability carrier of the Madera County Workforce Investment Corporation.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Drive a vehicle to conduct work.

PHYSICAL DEMANDS:

Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.

Reading a variety of materials.

Communicating to exchange information in person or on the telephone.

Operate a computer and effectively utilize a variety of software and on-line tools.

Sitting or standing for extended periods of time.

Deleted: Seeing to r

Deleted: Hearing and speaking

Deleted: Dexterity of hands and fingers to o

Deleted: keyboard

DRAFT



MINUTES

April 19, 2018

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

- PRESENT:** Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Robert Poythress (3:33), Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate
- ABSENT:** Michelle Brunetti, Brett Frazier, Mike Fursman, Laura Gutile, Claudia Habib, Exchille Mendoza, Terry Nichols, Ivan Otamendi, David Salter, Elizabeth Wisener
- GUEST:** Steven Gutierrez
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail, Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Sarahi Cuellar

1.0 Call to Order

Meeting called to order at 3:11 p.m. by Workforce Development Board (WDB) Vice Chair Les Taylor.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Roundtable introductions were done by everyone in attendance. This will be Kimberly Thomas' last WDB meeting. Staff and Board members thanked her for service.

5.0 Adoption of Board Agenda

Bobby Kahn moved to adopt the agenda, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate

6.0 Consent Calendar

- 6.1 Consideration of the ratification of the Workforce Development Board (WDB) meeting minutes – December 21, 2017**
- 6.2 Consideration of the ratification of the Workforce Development Board (WDB) meeting minutes – February 22, 2018.**
- 6.3 Consideration of the ratification of the Executive Committee meeting minutes – March 22, 2018.**

- 6.4 Consideration of the ratification of the revisions to the WIOA Youth Program Requirements to align local policy with recently finalized State guidance.**
- 6.5 Consideration of the ratification for rescinding the approval of the transfer of the 501c3 non-profit designation from the Madera County Workforce Investment Corporation to the Workforce Development Board (WDB) of Madera County previously approved at the WDB meeting on December 21, 2017.**

Bobby Kahn moved to approve agenda items 6.1, 6.2, 6.3, 6.4 and 6.5, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate

7.0 Action Items

- 7.1 Consideration of approval of the re-appointment of Ivan Otamendi, Private Sector, to the WDB for an additional three year term to expire on May 12, 2021.**
- 7.2 Consideration of approval of the re-appointment of Les Taylor, Private Sector, to the WDB for an additional three year term to expire on May 12, 2021.**
- 7.3 Consideration of approval of the re-appointment of Bobby Kahn, Economic Development Commission, to the WDB for an additional three year term to expire on July 30, 2021.**

David Hernandez moved to approve items 7.1, 7.2 and 7.3, seconded by Kimberly Thomas.

Vote: Approved – unanimous

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate

- 7.4 Consideration of approval of the request to transfer funds from the dislocated worker funding stream to the adult funding stream issued PY 2016, Subgrant K7102039, in the amount of \$100,000.**

Staff requested approved for the transfer in funds from the dislocated worker funding stream to the adult funding stream in the amount of \$100,000. The primary reason for the transfer is due to the low number of dislocated worker participants coming in for services. Staff contribute the low dislocated worker services and participants to the low unemployment rates. Dislocated workers are getting re-employed on their own. The transfer is allowed by State policy and allows up to 100% of the funds to be transferred. This will be the second transfer from the dislocated worker funding stream to the adult funding stream. The first was in the amount of \$150,000. Staff intend to expend the entire amount on services and programs for adult participants. Any remaining balance can be carried over into the next fiscal year. Staff were recently notified that the State would be granting a waiver to the local areas that would release them from the mandatory expenditure of 80% of their formula funds. The waiver will allow areas to carry over more than the minimum 20% of their formula allocations at the end of the fiscal year.

Chuck Riojas moved to approve, seconded by Jorge DeNava.

Vote: Approved – unanimous

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate

- 7.5 Consideration of approval to develop, implement and name an incumbent worker training project initiative – Skill Up Madera.**

Staff and the Board discussed creating and participating in future initiatives during the planning session in October. CEA has an excellent program for incumbent workers. Staff would need to procure for services. Staff has a chance to review the CEA program and noted that it was similar to the Customer Service Academy provided to participants through the Workforce previously at the Madera Community College Center – this program is no longer being provided. This program would teach soft skills. Many

employers stress the need for soft skills in their employees. Staff would like to market this as an initiative. Staff suggested using *Skill Up Madera* as the name for the initiative. The initiative is not geared towards an employer of a specific size. Staff would like to focus on priority sectors and would work with the entire community. The initiative could help skill up existing employers to help them move up in their jobs which would open entry level positions within the business. The initiative could also provide for workshops or trainers to help businesses provide training for employees for specific needs. The law allows that employers must pay 10% of training costs but staff believe that this requirement can be met as in-kind. The cleanest way to do this would be to have the employer pay 10% of the cost of the training. Staff anticipate that the initiative would be funded at up to 20% of the Adult and Dislocated Worker allocation. Staff will research more fully what is allowed from the employer towards the training amounts and will make sure that it aligns with existing policies. The Board suggested that the initiative be named to include the entire county – *Skill Up Madera County*.

Chuck Riojas moved to approve *Skill Up Madera County*, seconded by Cindy Vail.

Vote: Approved – unanimous

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Rob Poythress, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail

7.6 Consideration of approval for the Hallmarks of Excellence America’s Job Center of California application and approval for the Board Chair to sign and staff submit to the California Workforce Development Board.

Staff provided the *Hallmarks of Excellence* document which will be submitted to the State Board and are requesting approval and authorization for the WDB Chair to sign. The Baseline certification was done by a WDB Ad Hoc committee and was submitted in December, 2017. All local areas must complete and submit the *Hallmarks of Excellence* certification as well. Madera hired a consultant to work on the certification. Madera rated a 3.4 average score which meets the *Hallmarks of Excellence* criteria. The consultant met with all the Center Partners as well. The document is due by June 30, 2018. Madera needs to work on more a more integrated delivery system. Staff believes that the rating on the document is good and provides room for growth and improvement. Staff noted that the Madera County workforce area is highly regarded throughout the State. This sentiment was echoed by Jorge DeNava.

David Hernandez moved to approve, seconded by Nichole Mosqueda.

Vote: Approved - unanimous

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Rob Poythress, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate

7.7 Consideration of approval of the revised Adult Program Priority of Service policy to include the addition of two priority groups – individuals with disabilities and ex-offenders.

Staff encountered instances where there were people coming to the center who could have used our services but were ineligible but could clearly demonstrate a barrier. This change to the policy would allow the program to provide services to persons with disabilities and/or ex-offenders who may not otherwise have been eligible for services.

Chuck Riojas moved to approve, seconded by Kimberly Thomas.

Yes: Jorge DeNava, Gabriel Gil, David Hernandez, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Rob Poythress, Chuck Riojas, Les Taylor, Kimberly Thomas, Cindy Vail, Ruben Zarate

7.8 Recommendations for revisions to the Basic Skills Policy based on employer surveys and data.

A very robust conversation about this topic was started at the last board meeting. Staff are concerned at the number of customers coming in and testing as basic skills deficient. Charts and statistics were provided within the packet. There are many people who are basic skills deficient academically. Staff sent a survey to employers and asked what they are looking for in employees. Staff have a concern that the WorkKeys scores may indicate that participants are work ready but are testing as deficient academically. WorkKeys measures applied skills. WIOA identifies anything below 9th grade.

The meeting quorum was lost at 4:03 p.m. and staff were unable to gather enough information for a motion on a recommendation for this item. This item will be brought back to the board at a future meeting.

8.0 Information Items

8.1 MCWIC Update

Information Provided within the agenda packet.

8.2 Financial and Program Activity Update

Information Provided within the agenda packet.

8.3 Grants/Projects Update

Information Provided within the agenda packet.

8.4 WDB/Madera County Workforce Investment Corporation 501c3 Non-profit Designation Update

Information Provided within the agenda packet.

8.5 Regional and Local Plan Implementation Update

Information Provided within the agenda packet.

8.6 WDB Podcasts

Information Provided within the agenda packet.

8.7 WDB Workforce News Newsletter Logo Update

Information Provided within the agenda packet.

8.8 Form 700 – Due by 4/1/18

Information Provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None.

10.2 Staff

None.

11.0 Next Meeting

June 21, 2018

12.0 Adjournment

Meeting adjourned due to loss of quorum at 4:03 p.m.



Executive Committee

MINUTES

May 24, 2018

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

PRESENT: Bob Carlson, Brett Frazier, Nichole Mosqueda, Pat Gordon

ABSENT: Robert Poythress, Robyn Smith, Les Taylor

GUEST:

OTHERS: Elaine Craig, Tracie Scott-Contreras, Gail Lopez, Jessica Roche, Maiknue Vang, Sarahi Cuellar

1.0 Call to Order

Meeting called to order at 4:01 by Chair Brett Frazier.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Brett Frazier introduced his daughter Emma.

5.0 Adoption of Board Agenda

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

Vote: Approved-unanimous

Yes: Bob Carlson, Brett Frazier, Nichole Mosqueda, Pat Gordon

6.0 Consent Calendar

6.1 Consideration of approval of the Workforce Development Board (WDB) meeting minutes – April 19, 2018.

Pat Gordon moved to approve, seconded by Nichole Mosqueda.

Vote: Approved-unanimous

Yes: Bob Carlson, Brett Frazier, Nichole Mosqueda, Pat Gordon

7.0 Action Items

7.1 Consideration of approval of the application of Wayne Rylant - Human Resources Manager: Pacific Ethanol Inc., Private Sector, to the WDB for a 3 year term and authorization to forward the application to the Madera County Board of Supervisors for appointment.

Elaine Craig requested approval for the application of Wayne Rylant, Human Resource Manager, Pacific Ethanol Inc.. Wayne Rylant is a private sector representative. Elaine Craig met with him and he is excited about this opportunity. Elaine Craig requested approval to forward to the Board of Supervisors for his appointment.

Bob Carlson moved to approve, seconded by Pat Gordon.

Vote: Approved-unanimous

Yes: Bob Carlson, Brett Frazier, Nichole Mosqueda, Pat Gordon

7.2 Consideration of approval of the application of Jesse Carrasco – Chief Academic Officer: Madera Unified School District, Title II Adult Education and Family Literacy, to the WDB for a 3 year term and authorization to forward the application to the Madera County Board of Supervisors for appointment.

Jesse Carrasco will represent Title II Adult Education and Family Literacy. He is excited to be a member of this board. Elaine stated that she briefly discussed what the Board is currently working on and what we expect in the future with Jesse.

Pat Gordon moved to approve, seconded by Bob Carlson.

Vote: Approved-unanimous

Yes: Bob Carlson, Brett Frazier, Nichole Mosqueda, Pat Gordon

7.3 Consideration of approval of the revised Program Complaint and Grievance Procedures Policy to align the local policy with recently released draft guidance from the State in Directive WSD-176.

Tracie Scott-Contreras explained that the State had recently released the updated guidance. It was just re-written for clarification and they made the language simpler. Typically customers who don't qualify for services are most likely to file a complaint. Staff would then provide information as to the reason they didn't qualify. Staff stated that she's been with the organization since 1985 and they haven't had this type of complaint.

Nichole Mosqueda move to approve, seconded by Pat Gordon.

Vote: approved-unanimous

Yes: Bob Carlson, Brett Frazier, Nichole Mosqueda, Pat Gordon

8.0 Information Items

None.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Committee Members

Pat Gordon stated that construction is one of the trades that is being impacted here in the valley. The Board had added construction as one of our sectors in Madera County. The county is currently having a hard time finding inspectors.

10.2 Staff

Elaine thanked members for meeting later to accommodate the corporate board, and for still being able to meet for such few items.

11.0 Next Meeting

June 28, 2018

12.0 Adjournment

Meeting adjourned at 4:12 p.m.



Agenda Item 9.2

Consent Action Information

To: Madera County Workforce Investment Corporation
From: Tracie Scott-Contreras, Interim Executive Director
Date: July 19, 2018
Subject: MCWIC Year-to-Date Financial Reports Update

Information:

Attached are the financial reports for the May 31, 2018 period end. The reports include the Corporation's 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

	A	B	C	D	E
		MCWIC as of 5/31/18	WIA Adult #201 #202	WIA Dislocated Worker (DW) #501 #502	WIA Youth #301
1					
2		Current Available Funding	5910	5930	5920
3		Grant/Contract Term	Formula Allocation	Formula Allocation	Formula Allocation
4		FY 16-17 Carry Forward/Fund Balance	392,238.00	257,662.00	165,336.00
5		FY 17-18 Allocations/Contracts (updated 6/18)	730,153.00	603,892.00	721,567.00
6		FY 17-18 Reduction/Recession	0.00	0.00	0.00
7		FY 17-18 WIOA Transfers	150,000.00	(150,000.00)	0.00
8		FY 17-18 Reserve for 18-19	(176,030.60)	(90,778.40)	(144,313.40)
9		FY 17-18 Sublease Contracts	0.00	0.00	0.00
10		Total Funding for FY 17-18	1,096,360.40	620,775.60	742,589.60
11					
12		Expenditures			
13	5100	Staff Salaries	(398,585.18)	(133,486.17)	(233,656.77)
14	5105	Vacation	(17,016.64)	(6,747.32)	(8,824.38)
15	5111	Employer Medicare Expense	(6,379.15)	(2,152.77)	(3,701.94)
16	5112	Social Security Employer Exp	(27,275.93)	(9,204.98)	(15,829.19)
17	5115	CA Unemployment Insurance Exp	(3,621.66)	(671.57)	(1,492.08)
18	5116	CA Training Tax Expense	(81.21)	(15.04)	(33.64)
19	5120	Workers Compensation Expense	(2,992.01)	(962.01)	(1,795.29)
20	5130	Group Health Insurance Expense	(30,031.66)	(11,330.79)	(14,467.14)
21	5140	Employers 457 Expense	(23,605.32)	(8,227.70)	(14,124.62)
22	5160	Group Dental Insurance	(3,083.43)	(1,058.40)	(1,379.08)
23	5170	Group Vision Insurance	(678.90)	(246.15)	(319.42)
24	5180	Group Life Insurance	(43.80)	(2.59)	(41.10)
25	5200	Materials and Supplies	(3,100.92)	(1,111.96)	(2,593.51)
26	5210	Facility Materials and Supplies	(65.68)	(49.85)	(29.39)
27	5300	Rent Expense	(35,541.43)	(12,471.80)	(21,956.59)
28	5320	Telephone Expense	(2,021.44)	(651.22)	(1,117.60)
29	5330	Utilities Expense	(3,214.34)	(904.39)	(1,957.42)
30	5400	Postage Expense	(55.66)	8.06	(264.22)
31	5410	Printing Expense	(1,373.47)	(256.79)	(417.14)
32	5420	Advertising Expense	0.00	0.00	0.00
33	5430	Bank Charges	(25.37)	(8.49)	(14.62)
34	5440	Dues and Membership Expense	(1,418.94)	(1,193.84)	(1,148.10)
35	5450	Publications Expense	0.00	0.00	0.00
36	5500	Auditing Fees	(4,670.91)	(1,545.69)	(12.96)
37	5510	Legal Fees	(978.96)	(280.83)	(485.85)
38	5520	Consulting Fees	(8,649.89)	(2,705.47)	(1,210.62)
39	5530	Taxes and Fees	(54.61)	(18.35)	(3.83)
40	5600	Office Equipment	(65.57)	(20.69)	(21.18)
41	5610	Equipment Maintenance	2,119.41	759.17	64.79
42	5620	Equipment Rental	(3,073.91)	(1,147.73)	(1,389.37)
43	5630	Software Expense	(11.90)	(4.46)	(5.50)
44	5631	Software Maintenance	(830.74)	(388.13)	(666.43)
45	5640	Internet Expense	(1,846.73)	(692.77)	(1,025.39)
46	5650	Computer Hardware	(2,500.33)	(1,102.31)	(1,022.15)
47	5700	Client Transportation Assistance	(3,988.96)	(4,511.99)	(1,120.80)
48	5710	Employee Education Expense	(262.33)	(69.94)	(79.80)
49	5720	Staff Travel Expense	(1,816.26)	(840.81)	(1,046.79)
50	5730	Conference, Conventions & Meetings	(546.24)	(131.98)	(91.03)
51	5800	Subcontracted Program Services	(63,867.94)	(39,730.95)	(90,190.02)
52	5810	General Outside Services	(26,281.02)	(9,730.30)	(11,966.75)
53	5820	Facility Maintenance Services	145.91	879.93	(104.69)
54	5900	Insurance Expense	(2,430.42)	(884.45)	(1,208.05)
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56		Total Expenditures	(679,823.54)	(252,913.52)	(436,749.66)
57		Unliquidated Obligations			
58		Basic/Individualized Obligations	33,503.48	18,921.98	19,679.07
59		Training Services Obligations	31,795.00	1,823.00	79,787.00
60		Other Obligations	3,843.00	487.00	4,099.00
61		Total Unliquidated Obligations	69,141.48	21,231.98	103,565.07
62		FY Allocation Balance (less reserve for 18-19)	347,395.38	346,630.10	202,274.87
63					
64		Summary Information	WIA Adult #201 #202	WIA Dislocated Worker (DW) #501 #502	WIA Youth #301
65		Total Funding for FY 17-18	1,096,360.40	620,775.60	742,589.60
66		Total Expenditures	(679,823.54)	(252,913.52)	(436,749.66)
67		Total Unliquidated Obligations	(69,141.48)	(21,231.98)	(103,565.07)
68		Training Available Balance	(163,564.04)	(103,569.85)	(24,169.81)
69		Projected Staff Costs	(36,865.66)	(23,587.68)	(21,482.84)
70		FY Year End Balance June 30, 2018	146,965.68	219,472.57	156,622.22
71					
72		Revenue and Expenditures (FY 17-18)	WIA Adult #201 #202	WIA Dislocated Worker (DW) #501 #502	WIA Youth #301
73		Federal Revenue	679,396.50	253,829.13	435,818.12
74		Other Local & State Revenue	0.00	0.00	0.00
75		Other Income	0.00	0.00	0.00
76		Total Revenue	679,396.50	253,829.13	435,818.12
77		Total Expenditures	(679,823.54)	(252,913.52)	(436,749.66)
78					
79		Balance Revenue less Expenditures*	(427.04)	915.61	(931.54)
80					
81		NOTES by GRANT/CONTRACT:			

	A	B	F	G	H
1	MCWIC as of 5/31/18		WIA - Rapid Resp. (RR) #540 #541	Rapid Response Layoff Aversion	WIOA High Performing Board #1080
2	Current Available Funding		5932	5933	5914
3		Grant/Contract Term	Formula Allocation	Formula Allocation	12/1/2016 - 12/31/2017
4		FY 16-17 Carry Forward/Fund Balance	10,148.00	48,937.00	1,257.82
5		FY 17-18 Allocations/Contracts (updated 6/1	167,054.00	28,434.00	0.00
6		FY 17-18 Reduction/Recession	(1,114.00)	(617.00)	0.00
7		FY 17-18 WIOA Transfers	0.00	0.00	0.00
8		FY 17-18 Reserve for 18-19	0.00	0.00	0.00
9		FY 17-18 Sublease Contracts	0.00	0.00	0.00
10	Total Funding for FY 17-18		176,088.00	76,754.00	1,257.82
11					
12	Expenditures				
13	5100	Staff Salaries	(81,638.19)	(1,726.91)	0.00
14	5105	Vacation	(2,720.46)	(61.08)	0.00
15	5111	Employer Medicare Expense	(1,213.99)	(27.17)	0.00
16	5112	Social Security Employer Exp	(5,191.19)	(116.13)	0.00
17	5115	CA Unemployment Insurance Exp	(360.06)	(42.43)	0.00
18	5116	CA Training Tax Expense	(8.31)	(0.93)	0.00
19	5120	Workers Compensation Expense	(584.90)	(10.97)	0.00
20	5130	Group Health Insurance Expense	(11,062.18)	(322.78)	0.00
21	5140	Employers 457 Expense	(4,625.82)	(102.24)	0.00
22	5160	Group Dental Insurance	(1,038.98)	(52.85)	0.00
23	5170	Group Vision Insurance	(232.56)	(9.14)	0.00
24	5180	Group Life Insurance	(32.01)	0.00	0.00
25	5200	Materials and Supplies	(746.61)	(22.02)	(1,257.82)
26	5210	Facility Materials and Supplies	(11.50)	(0.43)	0.00
27	5300	Rent Expense	(9,481.43)	(196.30)	0.00
28	5320	Telephone Expense	(489.87)	(9.84)	0.00
29	5330	Utilities Expense	(752.66)	(11.01)	0.00
30	5400	Postage Expense	(33.24)	0.04	0.00
31	5410	Printing Expense	(264.76)	(7.85)	0.00
32	5420	Advertising Expense	(135.32)	0.00	0.00
33	5430	Bank Charges	(5.69)	(0.11)	0.00
34	5440	Dues and Membership Expense	(752.63)	(5.74)	0.00
35	5450	Publications Expense	(69.00)	0.00	0.00
36	5500	Auditing Fees	(3,244.03)	(451.76)	0.00
37	5510	Legal Fees	(342.69)	(8.95)	0.00
38	5520	Consulting Fees	(1,443.33)	(0.61)	0.00
39	5530	Taxes and Fees	(42.88)	(4.33)	0.00
40	5600	Office Equipment	(26.80)	(0.66)	0.00
41	5610	Equipment Maintenance	91.14	8.84	0.00
42	5620	Equipment Rental	(564.59)	(15.54)	0.00
43	5630	Software Expense	(389.99)	0.00	0.00
44	5631	Software Maintenance	0.00	0.00	0.00
45	5640	Internet Expense	(1,089.08)	(10.05)	0.00
46	5650	Computer Hardware	(509.91)	(32.17)	0.00
47	5700	Client Transportation Assistance	(77.16)	(4.23)	0.00
48	5710	Employee Education Expense	(70.99)	(3.00)	0.00
49	5720	Staff Travel Expense	(666.68)	(41.21)	0.00
50	5730	Conference, Conventions & Meetings	(2,339.12)	(37.93)	0.00
51	5800	Subcontracted Program Services	0.00	(659.70)	0.00
52	5810	General Outside Services	(7,029.71)	(151.61)	0.00
53	5820	Facility Maintenance Services	(1,574.01)	(59.09)	0.00
54	5900	Insurance Expense	(235.53)	(1.51)	0.00
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56	Total Expenditures		(141,006.72)	(4,199.40)	(1,257.82)
57	Unliquidated Obligations				
58		Basic/Individualized Obligations	3,109.00	0.00	0.00
59		Training Services Obligations	0.00	383.00	0.00
60		Other Obligations	0.00	0.00	0.00
61	Total Unliquidated Obligations		3,109.00	383.00	0.00
62	FY Allocation Balance (less reserve for 18-19)		31,972.28	72,171.60	0.00
63					
64	Summary Information		WIA - Rapid Resp. (RR) #540 #541	Rapid Response Layoff Aversion	WIOA High Performing Board #1080
65	Total Funding for FY 17-18		176,088.00	76,754.00	1,257.82
66	Total Expenditures		(141,006.72)	(4,199.40)	(1,257.82)
67	Total Unliquidated Obligations		(3,109.00)	(383.00)	0.00
68	Training Available Balance		0.00	(18,956.90)	0.00
69	Projected Staff Costs		0.00	0.00	0.00
70	FY Year End Balance June 30, 2018		31,972.28	53,214.70	0.00
71					
72	Revenue and Expenditures (FY 17-18)		WIA - Rapid Resp. (RR) #540 #541	Rapid Response Layoff Aversion	WIOA High Performing Board #1080
73		Federal Revenue	140,990.46	4,199.00	1,257.82
74		Other Local & State Revenue	0.00	0.00	0.00
75		Other Income	0.00	0.00	0.00
76	Total Revenue		140,990.46	4,199.00	1,257.82
77	Total Expenditures		(141,006.72)	(4,199.40)	(1,257.82)
78					
79	Balance Revenue less Expenditures*		(16.26)	(0.40)	0.00
80					
81	NOTES by GRANT/CONTRACT:		CLOSED		

	A	B	I	J	K
	MCWIC as of 5/31/18		DEA Phase II #1064	DEA Phase III #1103	WP DEI Rnd 7
1					
2	Current Available Funding		5976	5980	5978
3		Grant/Contract Term	6/30/2016 - 12/31/2017	6/30/2017 - 12/31/2018	10/12014 - 3/31/2018
4		FY 16-17 Carry Forward/Fund Balance	31,544.73	275,000.00	7,220.85
5		FY 17-18 Allocations/Contracts (updated 6/1	0.00	0.00	0.00
6		FY 17-18 Reduction/Recession	0.00	0.00	0.00
7		FY 17-18 WIOA Transfers	0.00	0.00	0.00
8		FY 17-18 Reserve for 18-19	0.00	(34,670.89)	0.00
9		FY 17-18 Sublease Contracts	0.00	0.00	0.00
10	Total Funding for FY 17-18		31,544.73	240,329.11	7,220.85
11	Expenditures				
12					
13	5100	Staff Salaries	(14,511.49)	(79,991.46)	0.00
14	5105	Vacation	(1,032.27)	(2,281.83)	0.00
15	5111	Employer Medicare Expense	(208.09)	(1,287.12)	0.00
16	5112	Social Security Employer Exp	(889.64)	(5,503.62)	0.00
17	5115	CA Unemployment Insurance Exp	(15.65)	(428.56)	0.00
18	5116	CA Training Tax Expense	(0.43)	(9.67)	0.00
19	5120	Workers Compensation Expense	(115.44)	(642.66)	0.00
20	5130	Group Health Insurance Expense	(1,606.47)	(6,798.02)	0.00
21	5140	Employers 457 Expense	(784.32)	(4,836.65)	0.00
22	5160	Group Dental Insurance	(141.86)	(714.47)	0.00
23	5170	Group Vision Insurance	(32.98)	(149.52)	0.00
24	5180	Group Life Insurance	(12.39)	(4.83)	0.00
25	5200	Materials and Supplies	(43.33)	(577.80)	0.00
26	5210	Facility Materials and Supplies	0.00	(20.23)	0.00
27	5300	Rent Expense	(1,680.47)	(7,515.62)	0.00
28	5320	Telephone Expense	(71.54)	(433.24)	0.00
29	5330	Utilities Expense	(145.76)	(648.79)	0.00
30	5400	Postage Expense	(1.97)	(24.21)	0.00
31	5410	Printing Expense	0.00	(317.40)	0.00
32	5420	Advertising Expense	0.00	(300.00)	0.00
33	5430	Bank Charges	(0.86)	(5.22)	0.00
34	5440	Dues and Membership Expense	0.00	(217.37)	0.00
35	5450	Publications Expense	0.00	(125.00)	0.00
36	5500	Auditing Fees	0.00	(794.92)	0.00
37	5510	Legal Fees	0.00	(260.01)	0.00
38	5520	Consulting Fees	(2,666.21)	(1,561.10)	0.00
39	5530	Taxes and Fees	(0.08)	(8.86)	0.00
40	5600	Office Equipment	0.00	(27.52)	0.00
41	5610	Equipment Maintenance	17.95	3.03	0.00
42	5620	Equipment Rental	(43.35)	(747.80)	0.00
43	5630	Software Expense	0.00	(2.68)	0.00
44	5631	Software Maintenance	0.00	(200.36)	0.00
45	5640	Internet Expense	(59.65)	(409.58)	0.00
46	5650	Computer Hardware	0.00	(498.79)	0.00
47	5700	Client Transportation Assistance	(184.00)	(208.55)	0.00
48	5710	Employee Education Expense	0.00	(77.53)	0.00
49	5720	Staff Travel Expense	(147.08)	(1,202.96)	(4,060.56)
50	5730	Conference, Conventions & Meetings	(12.76)	(105.73)	0.00
51	5800	Subcontracted Program Services	(5,762.28)	(8,074.35)	0.00
52	5810	General Outside Services	(1,392.31)	(6,514.64)	0.00
53	5820	Facility Maintenance Services	0.00	207.29	0.00
54	5900	Insurance Expense	0.00	(449.72)	0.00
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56	Total Expenditures		(31,544.73)	(133,768.07)	(4,060.56)
57	Unliquidated Obligations				
58		Basic/Individualized Obligations	0.00	12,870.78	0.00
59		Training Services Obligations	0.00	1,221.00	0.00
60		Other Obligations	0.00	2,523.00	0.00
61	Total Unliquidated Obligations		0.00	16,614.78	0.00
62	FY Allocation Balance (less reserve for 18-19)		0.00	89,946.26	3,160.29
63					
64	Summary Information		DEA Phase II #1064	DEA Phase III #1103	WP DEI Rnd 7
65	Total Funding for FY 17-18		31,544.73	240,329.11	7,220.85
66	Total Expenditures		(31,544.73)	(133,768.07)	(4,060.56)
67	Total Unliquidated Obligations		0.00	(16,614.78)	0.00
68	Training Available Balance		0.00	(50,233.71)	0.00
69	Projected Staff Costs		0.00	(18,267.66)	0.00
70	FY Year End Balance June 30, 2018		0.00	21,444.89	3,160.29
71					
72	Revenue and Expenditures (FY 17-18)		DEA Phase II #1064	DEA Phase III #1103	WP DEI Rnd 7
73		Federal Revenue	31,544.73	128,576.03	0.00
74		Other Local & State Revenue	0.00	0.00	2,641.76
75		Other Income	0.00	0.00	0.00
76	Total Revenue		31,544.73	128,576.03	2,641.76
77	Total Expenditures		(31,544.73)	(133,768.07)	(4,060.56)
78					
79	Balance Revenue less Expenditures*		0.00	(5,192.04)	(1,418.80)
80					
81	NOTES by GRANT/CONTRACT:		CLOSED		

	A	B	L	M	N
	MCWIC as of 5/31/18		VEAP Grant #1065 Adult	VEAP Grant #1066 DW	ELL Navigator #1095
1					
2	Current Available Funding		5977	5982	5979
3		Grant/Contract Term	6/1/2016 - 12/31/2017	6/1/2016 - 12/31/2017	6/1/2017 - 12/31/2018
4		FY 16-17 Carry Forward/Fund Balance	74,068.82	95,728.00	498,455.21
5		FY 17-18 Allocations/Contracts (updated 6/18)	0.00	0.00	0.00
6		FY 17-18 Reduction/Recession	(68,105.57)	(86,585.00)	0.00
7		FY 17-18 WIOA Transfers	0.00	0.00	0.00
8		FY 17-18 Reserve for 18-19	0.00	0.00	(38,188.00)
9		FY 17-18 Sublease Contracts	0.00	0.00	0.00
10	Total Funding for FY 17-18		5,963.25	9,143.00	460,267.21
11					
12	Expenditures				
13	5100	Staff Salaries	(4,627.34)	0.00	(109,386.39)
14	5105	Vacation	(101.32)	0.00	(1,324.65)
15	5111	Employer Medicare Expense	(72.46)	0.00	(1,694.30)
16	5112	Social Security Employer Exp	(309.77)	0.00	(7,244.19)
17	5115	CA Unemployment Insurance Exp	(5.67)	0.00	(690.29)
18	5116	CA Training Tax Expense	(0.15)	0.00	(16.85)
19	5120	Workers Compensation Expense	(36.82)	0.00	(848.19)
20	5130	Group Health Insurance Expense	(672.84)	0.00	(10,176.97)
21	5140	Employers 457 Expense	(273.81)	0.00	(4,707.05)
22	5160	Group Dental Insurance	(60.51)	0.00	(950.91)
23	5170	Group Vision Insurance	(14.04)	0.00	(212.42)
24	5180	Group Life Insurance	(5.25)	0.00	(33.49)
25	5200	Materials and Supplies	(18.15)	0.00	(846.00)
26	5210	Facility Materials and Supplies	0.00	0.00	(14.37)
27	5300	Rent Expense	(648.64)	0.00	(864.18)
28	5320	Telephone Expense	(27.85)	0.00	(195.20)
29	5330	Utilities Expense	(54.67)	0.00	(816.42)
30	5400	Postage Expense	(0.53)	0.00	(14.60)
31	5410	Printing Expense	0.00	0.00	(238.09)
32	5420	Advertising Expense	0.00	0.00	0.00
33	5430	Bank Charges	(0.35)	0.00	0.00
34	5440	Dues and Membership Expense	0.00	0.00	(110.13)
35	5450	Publications Expense	0.00	0.00	0.00
36	5500	Auditing Fees	0.00	0.00	(1,256.71)
37	5510	Legal Fees	0.00	0.00	(21.61)
38	5520	Consulting Fees	0.00	0.00	(441.05)
39	5530	Taxes and Fees	(0.04)	0.00	(11.51)
40	5600	Office Equipment	0.00	0.00	(11.88)
41	5610	Equipment Maintenance	(22.32)	0.00	(426.53)
42	5620	Equipment Rental	(15.55)	0.00	(404.49)
43	5630	Software Expense	0.00	0.00	(0.22)
44	5631	Software Maintenance	0.00	0.00	(488.92)
45	5640	Internet Expense	(23.88)	0.00	(39.24)
46	5650	Computer Hardware	0.00	0.00	(169.45)
47	5700	Client Transportation Assistance	0.00	0.00	(25.82)
48	5710	Employee Education Expense	0.00	0.00	(43.81)
49	5720	Staff Travel Expense	(86.05)	0.00	(3,658.30)
50	5730	Conference, Conventions & Meetings	(3.46)	0.00	(417.79)
51	5800	Subcontracted Program Services	1,425.66	(9,143.00)	(41,810.13)
52	5810	General Outside Services	(307.44)	0.00	(6,241.15)
53	5820	Facility Maintenance Services	0.00	0.00	(187.41)
54	5900	Insurance Expense	0.00	0.00	0.00
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56	Total Expenditures		(5,963.25)	(9,143.00)	(196,040.71)
57	Unliquidated Obligations				
58		Basic/Individualized Obligations	0.00	0.00	180,361.31
59		Training Services Obligations	0.00	0.00	21,980.00
60		Other Obligations	0.00	0.00	1,611.00
61	Total Unliquidated Obligations		0.00	0.00	203,952.31
62	FY Allocation Balance (less reserve for 18-19)		0.00	0.00	60,274.19
63					
64	Summary Information		VEAP Grant #1065 Adult	VEAP Grant #1066 DW	ELL Navigator #1095
65	Total Funding for FY 17-18		5,963.25	9,143.00	460,267.21
66	Total Expenditures		(5,963.25)	(9,143.00)	(196,040.71)
67	Total Unliquidated Obligations		0.00	0.00	(203,952.31)
68	Training Available Balance		0.00	0.00	(35,144.78)
69	Projected Staff Costs		0.00	0.00	(6,275.58)
70	FY Year End Balance June 30, 2018		0.00	0.00	18,853.83
71					
72	Revenue and Expenditures (FY 17-18)		VEAP Grant #1065 Adult	VEAP Grant #1066 DW	ELL Navigator #1095
73		Federal Revenue	5,963.25	9,143.00	195,868.46
74		Other Local & State Revenue	0.00	0.00	0.00
75		Other Income	0.00	0.00	0.00
76	Total Revenue		5,963.25	9,143.00	195,868.46
77	Total Expenditures		(5,963.25)	(9,143.00)	(196,040.71)
78					
79	Balance Revenue less Expenditures*		0.00	0.00	(172.25)
80					
81	NOTES by GRANT/CONTRACT:		CLOSED	CLOSED	

	A	B	O	P	Q
		MCWIC as of 5/31/18	Stanislaus VEAP Contract	CalJobs Vos Enhancement #1090	MCDC Realignment Services - Post Release (probation)
1					
2		Current Available Funding	5984	5981	5972
3		Grant/Contract Term	4/1/2017 - 12/31/2018	3/1/2017 - 9/30/2018	7/1/2017 - 6/30/2018
4		FY 16-17 Carry Forward/Fund Balance	57,491.00	0.00	0.00
5		FY 17-18 Allocations/Contracts (updated 6/18)	0.00	3,000.00	26,580.00
6		FY 17-18 Reduction/Recession	0.00	0.00	0.00
7		FY 17-18 WIOA Transfers	0.00	0.00	0.00
8		FY 17-18 Reserve for 18-19	0.00	0.00	0.00
9		FY 17-18 Sublease Contracts	0.00	0.00	0.00
10		Total Funding for FY 17-18	57,491.00	3,000.00	26,580.00
11					
12		Expenditures			
13	5100	Staff Salaries	(7,578.92)	0.00	(10,584.89)
14	5105	Vacation	(418.80)	0.00	4.15
15	5111	Employer Medicare Expense	(122.90)	0.00	(161.57)
16	5112	Social Security Employer Exp	(525.46)	0.00	(690.82)
17	5115	CA Unemployment Insurance Exp	(2.20)	0.00	(55.89)
18	5116	CA Training Tax Expense	(0.05)	0.00	(1.29)
19	5120	Workers Compensation Expense	(34.77)	0.00	(86.42)
20	5130	Group Health Insurance Expense	0.00	0.00	(1,638.16)
21	5140	Employers 457 Expense	(479.68)	0.00	(477.79)
22	5160	Group Dental Insurance	0.00	0.00	(160.93)
23	5170	Group Vision Insurance	0.00	0.00	(35.74)
24	5180	Group Life Insurance	0.00	0.00	(3.03)
25	5200	Materials and Supplies	(12.81)	0.00	(90.94)
26	5210	Facility Materials and Supplies	0.00	0.00	(0.71)
27	5300	Rent Expense	(593.02)	0.00	(1,531.76)
28	5320	Telephone Expense	(24.86)	0.00	(79.89)
29	5330	Utilities Expense	(53.30)	0.00	(147.31)
30	5400	Postage Expense	1.37	0.00	(3.82)
31	5410	Printing Expense	(0.21)	0.00	(30.10)
32	5420	Advertising Expense	0.00	0.00	0.00
33	5430	Bank Charges	(0.47)	0.00	(0.91)
34	5440	Dues and Membership Expense	0.00	0.00	(31.30)
35	5450	Publications Expense	0.00	0.00	0.00
36	5500	Auditing Fees	0.00	0.00	(543.35)
37	5510	Legal Fees	(35.15)	0.00	(21.33)
38	5520	Consulting Fees	0.00	0.00	(57.65)
39	5530	Taxes and Fees	0.00	0.00	(6.40)
40	5600	Office Equipment	0.00	0.00	(1.23)
41	5610	Equipment Maintenance	(0.90)	0.00	(551.67)
42	5620	Equipment Rental	(13.50)	0.00	(78.31)
43	5630	Software Expense	0.00	0.00	(0.15)
44	5631	Software Maintenance	0.00	0.00	(946.70)
45	5640	Internet Expense	(23.96)	0.00	(64.82)
46	5650	Computer Hardware	(53.78)	(3,000.00)	(38.27)
47	5700	Client Transportation Assistance	(280.00)	0.00	(2.00)
48	5710	Employee Education Expense	0.00	0.00	(5.95)
49	5720	Staff Travel Expense	(6.42)	0.00	(63.81)
50	5730	Conference, Conventions & Meetings	0.00	0.00	(32.79)
51	5800	Subcontracted Program Services	(2,827.12)	0.00	0.00
52	5810	General Outside Services	(158.01)	0.00	(1,159.57)
53	5820	Facility Maintenance Services	(0.96)	0.00	(11.73)
54	5900	Insurance Expense	(34.68)	0.00	(28.35)
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56		Total Expenditures	(13,280.56)	(3,000.00)	(19,423.20)
57		Unliquidated Obligations			
58		Basic/Individualized Obligations	0.00	0.00	145.49
59		Training Services Obligations	2,484.00	0.00	0.00
60		Other Obligations	0.00	0.00	0.00
61		Total Unliquidated Obligations	2,484.00	0.00	145.49
62		FY Allocation Balance (less reserve for 18-19)	41,726.44	0.00	7,011.31
63					
64		Summary Information	Stanislaus VEAP Contract	CalJobs Vos Enhancement #1090	MCDC Realignment Services - Post Release (probation)
65		Total Funding for FY 17-18	57,491.00	3,000.00	26,580.00
66		Total Expenditures	(13,280.56)	(3,000.00)	(19,423.20)
67		Total Unliquidated Obligations	(2,484.00)	0.00	(145.49)
68		Training Available Balance	(17,407.00)	0.00	0.00
69		Projected Staff Costs	0.00	0.00	(291.40)
70		FY Year End Balance June 30, 2018	24,319.44	0.00	6,719.91
71					
72		Revenue and Expenditures (FY 17-18)	Stanislaus VEAP Contract	CalJobs Vos Enhancement #1090	MCDC Realignment Services - Post Release (probation)
73		Federal Revenue	10,125.52	2,997.78	0.00
74		Other Local & State Revenue	0.00	0.00	19,093.10
75		Other Income	0.00	0.00	0.00
76		Total Revenue	10,125.52	2,997.78	19,093.10
77		Total Expenditures	(13,280.56)	(3,000.00)	(19,423.20)
78					
79		Balance Revenue less Expenditures*	(3,155.04)	(2.22)	(330.10)
80					
81		NOTES by GRANT/CONTRACT:		CLOSED	

	A	B	R	S	T
	MCWIC as of 5/31/18		MCDC Realignment Services- In Custody	WAF 6.0 ARIA Ex-Offendor Grant	Merced County WIOA Regional Training and Planning Contract #1
1					
2	Current Available Funding		5973	5986	5983
3		Grant/Contract Term	7/1/2017 - 6/30/2018	2/1/2018 - 7/31/2019	7/1/2017 - 3/31/2018
4		FY 16-17 Carry Forward/Fund Balance	0.00	0.00	8,994.00
5		FY 17-18 Allocations/Contracts (updated 6/18)	56,000.00	150,000.00	0.00
6		FY 17-18 Reduction/Recession	0.00	0.00	0.00
7		FY 17-18 WIOA Transfers	0.00	0.00	0.00
8		FY 17-18 Reserve for 18-19	0.00	0.00	0.00
9		FY 17-18 Sublease Contracts	0.00	0.00	0.00
10	Total Funding for FY 17-18		56,000.00	150,000.00	8,994.00
11					
12	Expenditures				
13	5100	Staff Salaries	(13,207.23)	(15,315.00)	0.00
14	5105	Vacation	(78.25)	(317.96)	0.00
15	5111	Employer Medicare Expense	(197.16)	(236.93)	0.00
16	5112	Social Security Employer Exp	(843.14)	(1,013.05)	0.00
17	5115	CA Unemployment Insurance Exp	(113.97)	(75.59)	0.00
18	5116	CA Training Tax Expense	(2.58)	(1.68)	0.00
19	5120	Workers Compensation Expense	(113.72)	(118.04)	0.00
20	5130	Group Health Insurance Expense	(1,766.74)	(1,069.04)	0.00
21	5140	Employers 457 Expense	(372.75)	(936.57)	0.00
22	5160	Group Dental Insurance	(216.31)	(91.76)	0.00
23	5170	Group Vision Insurance	(44.38)	(23.24)	0.00
24	5180	Group Life Insurance	(5.30)	0.00	0.00
25	5200	Materials and Supplies	(257.47)	(462.69)	0.00
26	5210	Facility Materials and Supplies	(1.89)	(10.13)	0.00
27	5300	Rent Expense	(1,789.12)	(923.02)	0.00
28	5320	Telephone Expense	(89.17)	(45.28)	0.00
29	5330	Utilities Expense	(156.23)	(76.68)	0.00
30	5400	Postage Expense	(4.14)	6.15	0.00
31	5410	Printing Expense	(1,452.22)	(3.27)	0.00
32	5420	Advertising Expense	0.00	0.00	0.00
33	5430	Bank Charges	(1.04)	(0.66)	0.00
34	5440	Dues and Membership Expense	(20.76)	0.00	0.00
35	5450	Publications Expense	0.00	0.00	0.00
36	5500	Auditing Fees	(417.64)	0.00	0.00
37	5510	Legal Fees	(31.01)	(10.09)	0.00
38	5520	Consulting Fees	(39.91)	0.00	0.00
39	5530	Taxes and Fees	(2.51)	0.00	0.00
40	5600	Office Equipment	(3.04)	0.00	0.00
41	5610	Equipment Maintenance	(362.68)	125.44	0.00
42	5620	Equipment Rental	(91.71)	(106.01)	0.00
43	5630	Software Expense	(0.11)	(0.47)	0.00
44	5631	Software Maintenance	(808.55)	0.00	0.00
45	5640	Internet Expense	(79.02)	(38.04)	(35.00)
46	5650	Computer Hardware	(46.59)	(125.23)	0.00
47	5700	Client Transportation Assistance	(8.88)	0.00	0.00
48	5710	Employee Education Expense	(18.42)	(3.66)	0.00
49	5720	Staff Travel Expense	(275.15)	(145.04)	(3,618.73)
50	5730	Conference, Conventions & Meetings	(102.90)	0.00	(3,880.01)
51	5800	Subcontracted Program Services	0.00	0.00	0.00
52	5810	General Outside Services	(1,715.35)	(856.00)	(830.30)
53	5820	Facility Maintenance Services	(21.56)	511.67	0.00
54	5900	Insurance Expense	(9.22)	(80.76)	0.00
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56	Total Expenditures		(24,767.82)	(21,442.63)	(8,364.04)
57	Unliquidated Obligations				
58		Basic/Individualized Obligations	474.56	0.00	0.00
59		Training Services Obligations	0.00	3,566.26	0.00
60		Other Obligations	0.00	0.00	0.00
61	Total Unliquidated Obligations		474.56	3,566.26	0.00
62	FY Allocation Balance (less reserve for 18-19)		30,757.62	124,991.11	629.96
63					
64	Summary Information		MCDC Realignment Services- In Custody	WAF 6.0 ARIA Ex- Offendor Grant	Merced County WIOA Regional Training and Planning Contract #1
65	Total Funding for FY 17-18		56,000.00	150,000.00	8,994.00
66	Total Expenditures		(24,767.82)	(21,442.63)	(8,364.04)
67	Total Unliquidated Obligations		(474.56)	(3,566.26)	0.00
68	Training Available Balance		0.00	0.00	0.00
69	Projected Staff Costs		(950.48)	(0.01)	0.00
70	FY Year End Balance June 30, 2018		29,807.14	124,991.11	629.96
71					
72	Revenue and Expenditures (FY 17-18)		MCDC Realignment Services- In Custody	WAF 6.0 ARIA Ex- Offendor Grant	Merced County WIOA Regional Training and Planning Contract #1
73		Federal Revenue	0.00	20,341.00	5,718.25
74		Other Local & State Revenue	23,010.09	0.00	2,645.79
75		Other Income	0.00	0.00	0.00
76	Total Revenue		23,010.09	20,341.00	8,364.04
77	Total Expenditures		(24,767.82)	(21,442.63)	(8,364.04)
78					
79	Balance Revenue less Expenditures*		(1,757.73)	(1,101.63)	0.00
80					
81	NOTES by GRANT/CONTRACT:		CLOSED		

	A	B	U	V	W
	MCWIC as of 5/31/18		Merced County WIOA Regional Training and Planning Contract #2	Merced County WIOA Regional Training and Planning Contract #3	FRWDB WAF 6.0 VIPER
1					
2	Current Available Funding		5985	5987	5988
3		Grant/Contract Term	7/1/2017 - 6/31/2018	04/01/2018 - 12/31/2018	
4		FY 16-17 Carry Forward/Fund Balance	17,143.00	0.00	
5		FY 17-18 Allocations/Contracts (updated 6/18)	0.00	10,000.00	
6		FY 17-18 Reduction/Recession	0.00	0.00	
7		FY 17-18 WIOA Transfers	0.00	0.00	
8		FY 17-18 Reserve for 18-19	0.00	0.00	
9		FY 17-18 Sublease Contracts	0.00	0.00	
10	Total Funding for FY 17-18		17,143.00	10,000.00	
11	Expenditures				
12					
13	5100	Staff Salaries	0.00	0.00	(1,329.63)
14	5105	Vacation	0.00	0.00	(73.58)
15	5111	Employer Medicare Expense	0.00	0.00	(21.47)
16	5112	Social Security Employer Exp	0.00	0.00	(91.79)
17	5115	CA Unemployment Insurance Exp	0.00	0.00	0.00
18	5116	CA Training Tax Expense	0.00	0.00	0.00
19	5120	Workers Compensation Expense	0.00	0.00	(9.64)
20	5130	Group Health Insurance Expense	0.00	0.00	0.00
21	5140	Employers 457 Expense	0.00	0.00	(83.98)
22	5160	Group Dental Insurance	0.00	0.00	(13.44)
23	5170	Group Vision Insurance	0.00	0.00	(2.83)
24	5180	Group Life Insurance	0.00	0.00	0.00
25	5200	Materials and Supplies	0.00	0.00	(14.67)
26	5210	Facility Materials and Supplies	0.00	0.00	0.00
27	5300	Rent Expense	0.00	0.00	(116.44)
28	5320	Telephone Expense	0.00	0.00	(6.81)
29	5330	Utilities Expense	0.00	0.00	(10.39)
30	5400	Postage Expense	0.00	0.00	0.77
31	5410	Printing Expense	0.00	0.00	(0.59)
32	5420	Advertising Expense	0.00	0.00	0.00
33	5430	Bank Charges	0.00	0.00	(0.08)
34	5440	Dues and Membership Expense	0.00	0.00	0.00
35	5450	Publications Expense	0.00	0.00	0.00
36	5500	Auditing Fees	0.00	0.00	0.00
37	5510	Legal Fees	0.00	0.00	(2.40)
38	5520	Consulting Fees	(5,100.00)	0.00	0.00
39	5530	Taxes and Fees	0.00	0.00	0.00
40	5600	Office Equipment	0.00	0.00	0.00
41	5610	Equipment Maintenance	0.00	0.00	13.70
42	5620	Equipment Rental	0.00	0.00	(14.87)
43	5630	Software Expense	0.00	0.00	(0.10)
44	5631	Software Maintenance	0.00	0.00	0.00
45	5640	Internet Expense	0.00	0.00	(5.77)
46	5650	Computer Hardware	0.00	0.00	0.00
47	5700	Client Transportation Assistance	0.00	0.00	0.00
48	5710	Employee Education Expense	(119.61)	(1,974.39)	(1.21)
49	5720	Staff Travel Expense	(5,207.83)	(4,915.62)	(3.98)
50	5730	Conference, Conventions & Meetings	(6,715.56)	(1,175.00)	0.00
51	5800	Subcontracted Program Services	0.00	0.00	0.00
52	5810	General Outside Services	0.00	0.00	(120.98)
53	5820	Facility Maintenance Services	0.00	0.00	116.44
54	5900	Insurance Expense	0.00	0.00	0.00
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56	Total Expenditures		(17,143.00)	(8,065.01)	(1,793.74)
57	Unliquidated Obligations				
58		Basic/Individualized Obligations	0.00	0.00	0.00
59		Training Services Obligations	0.00	0.00	0.06
60		Other Obligations	0.00	0.00	0.00
61	Total Unliquidated Obligations		0.00	0.00	0.06
62	FY Allocation Balance (less reserve for 18-19)		0.00	1,934.99	(1,793.80)
63					
64	Summary Information		Merced County WIOA Regional Training and Planning Contract #2	Merced County WIOA Regional Training and Planning Contract #3	FRWDB WAF 6.0 VIPER
65	Total Funding for FY 17-18		17,143.00	10,000.00	0.00
66	Total Expenditures		(17,143.00)	(8,065.01)	(1,793.74)
67	Total Unliquidated Obligations		0.00	0.00	(0.06)
68	Training Available Balance		0.00	0.00	0.00
69	Projected Staff Costs		0.00	0.00	0.00
70	FY Year End Balance June 30, 2018		0.00	1,934.99	(1,793.80)
71					
72	Revenue and Expenditures (FY 17-18)		Merced County WIOA Regional Training and Planning Contract #2	Merced County WIOA Regional Training and Planning Contract #3	FRWDB WAF 6.0 VIPER
73		Federal Revenue	17,143.00	6,606.21	0.00
74		Other Local & State Revenue	0.00	0.00	0.00
75		Other Income	0.00	0.00	0.00
76	Total Revenue		17,143.00	6,606.21	0.00
77	Total Expenditures		(17,143.00)	(8,065.01)	(1,793.74)
78					
79	Balance Revenue less Expenditures*		0.00	(1,458.80)	(1,793.74)
80					
81	NOTES by GRANT/CONTRACT:				

	A	B	X	Y	Z
1	MCWIC as of 5/31/18		DSS Assessment Services Contract	DSS Job Fair Contract	DSS OJT Contract
2	Current Available Funding		9905	9906	9907
3		Grant/Contract Term	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018
4		FY 16-17 Carry Forward/Fund Balance	0.00	0.00	0.00
5		FY 17-18 Allocations/Contracts (updated 6/18)	205,200.00	22,898.00	194,403.00
6		FY 17-18 Reduction/Recession	0.00	0.00	0.00
7		FY 17-18 WIOA Transfers	0.00	0.00	0.00
8		FY 17-18 Reserve for 18-19	0.00	0.00	0.00
9		FY 17-18 Sublease Contracts	0.00	0.00	0.00
10	Total Funding for FY 17-18		205,200.00	22,898.00	194,403.00
11					
12	Expenditures				
13	5100	Staff Salaries	0.00	(4,331.57)	(1,509.39)
14	5105	Vacation	0.00	(631.48)	(107.54)
15	5111	Employer Medicare Expense	0.00	(156.24)	(24.93)
16	5112	Social Security Employer Exp	0.00	(667.92)	(106.64)
17	5115	CA Unemployment Insurance Exp	0.00	(44.59)	(1.65)
18	5116	CA Training Tax Expense	0.00	(0.98)	(0.05)
19	5120	Workers Compensation Expense	0.00	(49.77)	(12.45)
20	5130	Group Health Insurance Expense	0.00	(2,296.58)	(243.94)
21	5140	Employers 457 Expense	0.00	(608.28)	(92.18)
22	5160	Group Dental Insurance	0.00	(20.91)	(21.84)
23	5170	Group Vision Insurance	0.00	(37.27)	(5.01)
24	5180	Group Life Insurance	0.00	(0.07)	(0.79)
25	5200	Materials and Supplies	0.00	(547.99)	(11.25)
26	5210	Facility Materials and Supplies	0.00	(13.65)	(0.02)
27	5300	Rent Expense	0.00	(1,019.22)	(263.98)
28	5320	Telephone Expense	0.00	(41.75)	(13.50)
29	5330	Utilities Expense	0.00	(65.37)	(25.45)
30	5400	Postage Expense	0.00	(128.25)	(0.51)
31	5410	Printing Expense	0.00	(195.38)	(3.69)
32	5420	Advertising Expense	0.00	(6,438.96)	0.00
33	5430	Bank Charges	0.00	(0.61)	(0.16)
34	5440	Dues and Membership Expense	0.00	(24.42)	(6.53)
35	5450	Publications Expense	0.00	(0.50)	0.00
36	5500	Auditing Fees	0.00	(732.57)	0.00
37	5510	Legal Fees	0.00	(35.07)	(1.24)
38	5520	Consulting Fees	0.00	(0.54)	(10.93)
39	5530	Taxes and Fees	0.00	(3.71)	(0.05)
40	5600	Office Equipment	0.00	(3.07)	0.00
41	5610	Equipment Maintenance	(7.90)	73.74	7.30
42	5620	Equipment Rental	0.00	(80.21)	(11.23)
43	5630	Software Expense	0.00	0.00	(0.03)
44	5631	Software Maintenance	0.00	(7.53)	(165.18)
45	5640	Internet Expense	0.00	(150.53)	(10.94)
46	5650	Computer Hardware	0.00	(204.63)	0.00
47	5700	Client Transportation Assistance	0.00	(17.56)	0.00
48	5710	Employee Education Expense	0.00	(5.63)	0.00
49	5720	Staff Travel Expense	(224.71)	(297.44)	(5.04)
50	5730	Conference, Conventions & Meetings	0.00	(116.47)	(0.64)
51	5800	Subcontracted Program Services	0.00	0.00	0.00
52	5810	General Outside Services	(2,217.71)	(4,585.77)	(154.84)
53	5820	Facility Maintenance Services	0.00	(245.62)	(0.63)
54	5900	Insurance Expense	0.00	(89.79)	(5.84)
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56	Total Expenditures		(2,450.32)	(23,824.16)	(2,810.79)
57	Unliquidated Obligations				
58		Basic/Individualized Obligations	0.00	0.00	0.00
59		Training Services Obligations	0.00	0.00	0.00
60		Other Obligations	0.00	0.00	0.00
61	Total Unliquidated Obligations		0.00	0.00	0.00
62	FY Allocation Balance (less reserve for 18-19)		202,749.68	(926.16)	191,592.21
63					
64	Summary Information		DSS Assessment Services Contract	DSS Job Fair Contract	DSS OJT Contract
65	Total Funding for FY 17-18		205,200.00	22,898.00	194,403.00
66	Total Expenditures		(2,450.32)	(23,824.16)	(2,810.79)
67	Total Unliquidated Obligations		0.00	0.00	0.00
68	Training Available Balance		0.00	0.00	0.00
69	Projected Staff Costs		0.00	0.00	0.00
70	FY Year End Balance June 30, 2018		202,749.68	(926.16)	191,592.21
71					
72	Revenue and Expenditures (FY 17-18)		DSS Assessment Services Contract	DSS Job Fair Contract	DSS OJT Contract
73		Federal Revenue	0.00	0.00	0.00
74		Other Local & State Revenue	8,180.00	22,898.00	2,810.93
75		Other Income	0.00	12.50	0.00
76	Total Revenue		8,180.00	22,910.50	2,810.93
77	Total Expenditures		(2,450.32)	(23,824.16)	(2,810.79)
78					
79	Balance Revenue less Expenditures*		5,729.68	(913.66)	0.14
80					
81	NOTES by GRANT/CONTRACT:				Contract Suspended per DSS

	A	B	AA	AB	AC
1	MCWIC as of 5/31/18		CDBG	Wells Fargo - Veterans Grant	Wells Fargo - Single Female Parent Grant
2	Current Available Funding		9908	9909	9910
3	Grant/Contract Term		7/1/2017 - 6/30/2018	Until Expended	Until Expended
4	FY 16-17 Carry Forward/Fund Balance		0.00	5,970.94	1,060.83
5	FY 17-18 Allocations/Contracts (updated 6/18)		7,945.00	0.00	0.00
6	FY 17-18 Reduction/Recession		0.00	0.00	0.00
7	FY 17-18 WIOA Transfers		0.00	0.00	0.00
8	FY 17-18 Reserve for 18-19		0.00	0.00	0.00
9	FY 17-18 Sublease Contracts		0.00	0.00	0.00
10	Total Funding for FY 17-18		7,945.00	5,970.94	1,060.83
12	Expenditures				
13	5100	Staff Salaries	0.00	0.00	0.00
14	5105	Vacation	0.00	0.00	0.00
15	5111	Employer Medicare Expense	0.00	0.00	0.00
16	5112	Social Security Employer Exp	0.00	0.00	0.00
17	5115	CA Unemployment Insurance Exp	0.00	0.00	0.00
18	5116	CA Training Tax Expense	0.00	0.00	0.00
19	5120	Workers Compensation Expense	0.00	0.00	0.00
20	5130	Group Health Insurance Expense	0.00	0.00	0.00
21	5140	Employers 457 Expense	0.00	0.00	0.00
22	5160	Group Dental Insurance	0.00	0.00	0.00
23	5170	Group Vision Insurance	0.00	0.00	0.00
24	5180	Group Life Insurance	0.00	0.00	0.00
25	5200	Materials and Supplies	0.00	0.00	0.00
26	5210	Facility Materials and Supplies	0.00	0.00	0.00
27	5300	Rent Expense	0.00	0.00	0.00
28	5320	Telephone Expense	0.00	0.00	0.00
29	5330	Utilities Expense	0.00	0.00	0.00
30	5400	Postage Expense	0.00	0.00	0.00
31	5410	Printing Expense	0.00	0.00	0.00
32	5420	Advertising Expense	0.00	0.00	0.00
33	5430	Bank Charges	0.00	0.00	0.00
34	5440	Dues and Membership Expense	0.00	0.00	0.00
35	5450	Publications Expense	0.00	0.00	0.00
36	5500	Auditing Fees	0.00	0.00	0.00
37	5510	Legal Fees	0.00	0.00	0.00
38	5520	Consulting Fees	0.00	0.00	0.00
39	5530	Taxes and Fees	0.00	0.00	0.00
40	5600	Office Equipment	0.00	0.00	0.00
41	5610	Equipment Maintenance	0.00	0.00	0.00
42	5620	Equipment Rental	0.00	0.00	0.00
43	5630	Software Expense	0.00	0.00	0.00
44	5631	Software Maintenance	0.00	0.00	0.00
45	5640	Internet Expense	0.00	0.00	0.00
46	5650	Computer Hardware	0.00	0.00	0.00
47	5700	Client Transportation Assistance	0.00	0.00	0.00
48	5710	Employee Education Expense	0.00	0.00	0.00
49	5720	Staff Travel Expense	0.00	0.00	0.00
50	5730	Conference, Conventions & Meetings	0.00	0.00	0.00
51	5800	Subcontracted Program Services	(7,945.00)	0.00	0.00
52	5810	General Outside Services	0.00	0.00	0.00
53	5820	Facility Maintenance Services	0.00	0.00	0.00
54	5900	Insurance Expense	0.00	0.00	0.00
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56	Total Expenditures		(7,945.00)	0.00	0.00
57	Unliquidated Obligations				
58	Basic/Individualized Obligations		0.00	0.00	0.00
59	Training Services Obligations		0.00	0.00	0.00
60	Other Obligations		0.00	0.00	0.00
61	Total Unliquidated Obligations		0.00	0.00	0.00
62	FY Allocation Balance (less reserve for 18-19)		0.00	5,970.94	1,060.83
63					
64	Summary Information		CDBG	Wells Fargo - Veterans Grant	Wells Fargo - Single Female Parent Grant
65	Total Funding for FY 17-18		7,945.00	5,970.94	1,060.83
66	Total Expenditures		(7,945.00)	0.00	0.00
67	Total Unliquidated Obligations		0.00	0.00	0.00
68	Training Available Balance		0.00	0.00	0.00
69	Projected Staff Costs		0.00	0.00	0.00
70	FY Year End Balance June 30, 2018		0.00	5,970.94	1,060.83
72	Revenue and Expenditures (FY 17-18)		CDBG	Wells Fargo - Veterans Grant	Wells Fargo - Single Female Parent Grant
73	Federal Revenue		0.00	0.00	0.00
74	Other Local & State Revenue		7,945.00	0.00	0.00
75	Other Income		0.00	0.00	0.00
76	Total Revenue		7,945.00	0.00	0.00
77	Total Expenditures		(7,945.00)	0.00	0.00
78					
79	Balance Revenue less Expenditures*		0.00	0.00	0.00
81	NOTES by GRANT/CONTRACT:				

	A	B	AD	AE	AF
1	MCWIC as of 5/31/18		Wells Fargo HS/GED Prep 2017-2018	Wells Fargo HS/GED Prep Jan 2016-June 2016	MCDSS- HiSet Contract 2017-2018
2	Current Available Funding		9913	9912	9901
3		Grant/Contract Term	Until Expended	Until Expended	7/1/2017 - 6/30/2018
4		FY 16-17 Carry Forward/Fund Balance	0.00	8,097.80	0.00
5		FY 17-18 Allocations/Contracts (updated 6/18)	20,000.00	0.00	22,791.00
6		FY 17-18 Reduction/Recession	0.00	0.00	0.00
7		FY 17-18 WIOA Transfers	0.00	0.00	0.00
8		FY 17-18 Reserve for 18-19	0.00	0.00	0.00
9		FY 17-18 Sublease Contracts	0.00	0.00	0.00
10	Total Funding for FY 17-18		20,000.00	8,097.80	22,791.00
11	Expenditures				
13	5100	Staff Salaries	0.00	0.00	0.00
14	5105	Vacation	0.00	0.00	0.00
15	5111	Employer Medicare Expense	0.00	0.00	0.00
16	5112	Social Security Employer Exp	0.00	0.00	0.00
17	5115	CA Unemployment Insurance Exp	0.00	0.00	0.00
18	5116	CA Training Tax Expense	0.00	0.00	0.00
19	5120	Workers Compensation Expense	0.00	0.00	0.00
20	5130	Group Health Insurance Expense	0.00	0.00	0.00
21	5140	Employers 457 Expense	0.00	0.00	0.00
22	5160	Group Dental Insurance	0.00	0.00	0.00
23	5170	Group Vision Insurance	0.00	0.00	0.00
24	5180	Group Life Insurance	0.00	0.00	0.00
25	5200	Materials and Supplies	0.00	0.00	0.00
26	5210	Facility Materials and Supplies	0.00	0.00	0.00
27	5300	Rent Expense	0.00	0.00	0.00
28	5320	Telephone Expense	0.00	0.00	0.00
29	5330	Utilities Expense	0.00	0.00	0.00
30	5400	Postage Expense	0.00	0.00	0.00
31	5410	Printing Expense	0.00	0.00	0.00
32	5420	Advertising Expense	0.00	0.00	0.00
33	5430	Bank Charges	0.00	0.00	0.00
34	5440	Dues and Membership Expense	0.00	0.00	0.00
35	5450	Publications Expense	0.00	0.00	0.00
36	5500	Auditing Fees	0.00	0.00	0.00
37	5510	Legal Fees	0.00	0.00	0.00
38	5520	Consulting Fees	0.00	0.00	0.00
39	5530	Taxes and Fees	0.00	0.00	0.00
40	5600	Office Equipment	0.00	0.00	0.00
41	5610	Equipment Maintenance	0.00	0.00	0.00
42	5620	Equipment Rental	0.00	0.00	0.00
43	5630	Software Expense	0.00	0.00	0.00
44	5631	Software Maintenance	0.00	0.00	0.00
45	5640	Internet Expense	0.00	0.00	0.00
46	5650	Computer Hardware	0.00	0.00	0.00
47	5700	Client Transportation Assistance	0.00	0.00	0.00
48	5710	Employee Education Expense	0.00	0.00	0.00
49	5720	Staff Travel Expense	0.00	0.00	0.00
50	5730	Conference, Conventions & Meetings	0.00	0.00	0.00
51	5800	Subcontracted Program Services	(6,518.57)	0.00	(16,065.93)
52	5810	General Outside Services	0.00	0.00	0.00
53	5820	Facility Maintenance Services	0.00	0.00	0.00
54	5900	Insurance Expense	0.00	0.00	0.00
55	5980	Fixed Assets - Expense Offset	0.00	0.00	0.00
56	Total Expenditures		(6,518.57)	0.00	(16,065.93)
57	Unliquidated Obligations				
58		Basic/Individualized Obligations	0.00	0.00	0.00
59		Training Services Obligations	8,327.00	0.00	6,725.00
60		Other Obligations	0.00	0.00	0.00
61	Total Unliquidated Obligations		8,327.00	0.00	6,725.00
62	FY Allocation Balance (less reserve for 18-19)		5,154.43	8,097.80	0.07
63					
64	Summary Information		Wells Fargo HS/GED Prep 2017-2018	Wells Fargo HS/GED Prep Jan 2016-June 2016	MCDSS- HiSet Contract 2017-2018
65	Total Funding for FY 17-18		20,000.00	8,097.80	22,791.00
66	Total Expenditures		(6,518.57)	0.00	(16,065.93)
67	Total Unliquidated Obligations		(8,327.00)	0.00	(6,725.00)
68	Training Available Balance		0.00	0.00	0.00
69	Projected Staff Costs		0.00	0.00	0.00
70	FY Year End Balance June 30, 2018		5,154.43	8,097.80	0.07
71					
72	Revenue and Expenditures (FY 17-18)		Wells Fargo HS/GED Prep 2017-2018	Wells Fargo HS/GED Prep Jan 2016-June 2016	MCDSS- HiSet Contract 2017-2018
73		Federal Revenue	0.00	0.00	0.00
74		Other Local & State Revenue	0.00	0.00	16,065.93
75		Other Income	0.00	0.00	0.00
76	Total Revenue		0.00	0.00	16,065.93
77	Total Expenditures		(6,518.57)	0.00	(16,065.93)
78	Balance Revenue less Expenditures*		(6,518.57)	0.00	0.00
79					
80					
81	NOTES by GRANT/CONTRACT:				

	A	B	AG	AH	AI
	MCWIC as of 5/31/18			General & Administration	AJCC Facility
1			Assessment Services		
2	Current Available Funding		9920	0000/9920	9911-xxx
3		Grant/Contract Term	N/A	N/A	N/A
4		FY 16-17 Carry Forward/Fund Balance	0.00	0.00	0.00
5		FY 17-18 Allocations/Contracts (updated 6/18)	0.00	131,367.08	0.00
6		FY 17-18 Reduction/Recession	0.00	0.00	0.00
7		FY 17-18 WIOA Transfers	0.00	0.00	0.00
8		FY 17-18 Reserve for 18-19	0.00	0.00	0.00
9		FY 17-18 Sublease Contracts	0.00	0.00	261,199.12
10		Total Funding for FY 17-18	0.00	131,367.08	261,199.12
11					
12	Expenditures				
13	5100	Staff Salaries	(5,685.20)	0.00	(19,453.35)
14	5105	Vacation	(493.08)	0.00	(693.21)
15	5111	Employer Medicare Expense	(93.63)	0.00	(303.72)
16	5112	Social Security Employer Exp	(400.36)	0.00	(1,299.35)
17	5115	CA Unemployment Insurance Exp	(43.93)	0.00	(474.16)
18	5116	CA Training Tax Expense	(0.99)	0.00	(11.20)
19	5120	Workers Compensation Expense	(46.93)	0.00	(132.60)
20	5130	Group Health Insurance Expense	(618.58)	0.00	(538.32)
21	5140	Employers 457 Expense	(360.04)	2,582.15	(816.04)
22	5160	Group Dental Insurance	(91.54)	0.00	(99.79)
23	5170	Group Vision Insurance	(18.77)	0.00	(23.25)
24	5180	Group Life Insurance	(0.95)	0.00	0.00
25	5200	Materials and Supplies	(923.06)	(176.73)	(1,486.73)
26	5210	Facility Materials and Supplies	(0.77)	0.00	(325.96)
27	5300	Rent Expense	(623.94)	0.00	(102,761.74)
28	5320	Telephone Expense	(33.16)	0.00	(2,155.26)
29	5330	Utilities Expense	(53.74)	0.00	(57,844.59)
30	5400	Postage Expense	(1.34)	(82.80)	(26.64)
31	5410	Printing Expense	(13.09)	(324.75)	(32.31)
32	5420	Advertising Expense	0.00	0.00	0.00
33	5430	Bank Charges	(0.38)	0.00	(0.98)
34	5440	Dues and Membership Expense	(9.92)	0.00	(50.32)
35	5450	Publications Expense	0.00	0.00	0.00
36	5500	Auditing Fees	(323.28)	0.00	(1,828.41)
37	5510	Legal Fees	(18.30)	0.00	(69.19)
38	5520	Consulting Fees	(10.84)	0.00	0.00
39	5530	Taxes and Fees	(3.10)	(125.89)	(16.46)
40	5600	Office Equipment	(1.52)	0.00	0.00
41	5610	Equipment Maintenance	33.99	0.00	(3,039.42)
42	5620	Equipment Rental	(49.01)	0.00	(49.71)
43	5630	Software Expense	(0.16)	0.00	(0.19)
44	5631	Software Maintenance	(156.46)	0.00	0.00
45	5640	Internet Expense	(29.05)	0.00	(58.89)
46	5650	Computer Hardware	(28.12)	0.00	(56.39)
47	5700	Client Transportation Assistance	(3.21)	0.00	(6.49)
48	5710	Employee Education Expense	(13.67)	0.00	(21.06)
49	5720	Staff Travel Expense	(52.80)	(282.61)	(206.73)
50	5730	Conference, Conventions & Meetings	(35.52)	(330.00)	(217.32)
51	5800	Subcontracted Program Services	0.00	0.00	0.00
52	5810	General Outside Services	6,473.21	(1,220.00)	(22,465.03)
53	5820	Facility Maintenance Services	99.87	0.00	(1,114.28)
54	5900	Insurance Expense	(9.27)	0.00	(77.04)
55	5980	Fixed Assets - Expense Offset	0.00	2,010.96	0.00
56		Total Expenditures	(3,640.64)	2,050.33	(217,756.13)
57		Unliquidated Obligations			
58		Basic/Individualized Obligations	6,682.93	0.00	64,986.55
59		Training Services Obligations	0.00	0.00	0.00
60		Other Obligations	0.00	734.00	0.00
61		Total Unliquidated Obligations	6,682.93	734.00	64,986.55
62		FY Allocation Balance (less reserve for 18-19)	(10,323.57)	132,683.41	(21,543.56)
63					
64		Summary Information	Assessment Services	General & Administration	AJCC Facility
65		Total Funding for FY 17-18	0.00	131,367.08	261,199.12
66		Total Expenditures	(3,640.64)	2,050.33	(217,756.13)
67		Total Unliquidated Obligations	(6,682.93)	(734.00)	(64,986.55)
68		Training Available Balance	0.00	0.00	0.00
69		Projected Staff Costs	(2,367.24)	0.00	(3,153.60)
70		FY Year End Balance June 30, 2018	(12,690.81)	132,683.41	(24,697.16)
71					
72		Revenue and Expenditures (FY 17-18)	Assessment Services	General & Administration	AJCC Facility
73		Federal Revenue	0.00	22,178.14	0.00
74		Other Local & State Revenue	3,496.25	0.00	219,935.63
75		Other Income	0.00	2,151.43	0.00
76		Total Revenue	3,496.25	24,329.57	219,935.63
77		Total Expenditures	(3,640.64)	2,050.33	(217,756.13)
78					
79		Balance Revenue less Expenditures*	(144.39)	26,379.90	2,179.50
80					
81		NOTES by GRANT/CONTRACT:			

	A	B	AJ
	MCWIC as of 5/31/18		Total
1			
2	Current Available Funding		
3		Grant/Contract Term	
4		FY 16-17 Carry Forward/Fund Balance	1,956,354.00
5		FY 17-18 Allocations/Contracts (updated 6/18)	3,101,284.08
6		FY 17-18 Reduction/Recession	(156,421.57)
7		FY 17-18 WIOA Transfers	0.00
8		FY 17-18 Reserve for 18-19	(483,981.29)
9		FY 17-18 Sublease Contracts	261,199.12
10		Total Funding for FY 17-18	4,678,434.34
11			
12	Expenditures		
13	5100	Staff Salaries	(1,136,605.08)
14	5105	Vacation	(42,919.70)
15	5111	Employer Medicare Expense	(18,055.54)
16	5112	Social Security Employer Exp	(77,203.17)
17	5115	CA Unemployment Insurance Exp	(8,139.95)
18	5116	CA Training Tax Expense	(185.05)
19	5120	Workers Compensation Expense	(8,592.63)
20	5130	Group Health Insurance Expense	(94,640.21)
21	5140	Employers 457 Expense	(62,932.69)
22	5160	Group Dental Insurance	(9,197.01)
23	5170	Group Vision Insurance	(2,085.62)
24	5180	Group Life Insurance	(185.60)
25	5200	Materials and Supplies	(14,302.46)
26	5210	Facility Materials and Supplies	(544.58)
27	5300	Rent Expense	(199,978.70)
28	5320	Telephone Expense	(7,507.48)
29	5330	Utilities Expense	(66,938.52)
30	5400	Postage Expense	(625.54)
31	5410	Printing Expense	(4,931.11)
32	5420	Advertising Expense	(6,874.28)
33	5430	Bank Charges	(66.00)
34	5440	Dues and Membership Expense	(4,990.00)
35	5450	Publications Expense	(194.50)
36	5500	Auditing Fees	(15,822.23)
37	5510	Legal Fees	(2,602.68)
38	5520	Consulting Fees	(23,898.15)
39	5530	Taxes and Fees	(302.61)
40	5600	Office Equipment	(183.16)
41	5610	Equipment Maintenance	(1,092.92)
42	5620	Equipment Rental	(7,896.89)
43	5630	Software Expense	(415.96)
44	5631	Software Maintenance	(4,659.00)
45	5640	Internet Expense	(5,692.39)
46	5650	Computer Hardware	(9,388.12)
47	5700	Client Transportation Assistance	(10,439.65)
48	5710	Employee Education Expense	(2,771.00)
49	5720	Staff Travel Expense	(28,872.61)
50	5730	Conference, Conventions & Meetings	(16,292.25)
51	5800	Subcontracted Program Services	(291,169.33)
52	5810	General Outside Services	(98,625.28)
53	5820	Facility Maintenance Services	(1,358.87)
54	5900	Insurance Expense	(5,544.63)
55	5980	Fixed Assets - Expense Offset	2,010.96
56		Total Expenditures	(2,292,712.19)
57	Unliquidated Obligations		
58		Basic/Individualized Obligations	340,735.14
59		Training Services Obligations	158,091.31
60		Other Obligations	13,297.00
61		Total Unliquidated Obligations	512,123.45
62		FY Allocation Balance (less reserve for 18-19)	1,873,598.70
63			
64	Summary Information		Total
65		Total Funding for FY 17-18	4,678,434.34
66		Total Expenditures	(2,292,712.19)
67		Total Unliquidated Obligations	(512,123.45)
68		Training Available Balance	(413,046.09)
69		Projected Staff Costs	(113,242.15)
70		FY Year End Balance June 30, 2018	1,347,310.46
71			
72	Revenue and Expenditures (FY 17-18)		Total
73		Federal Revenue	1,971,696.40
74		Other Local & State Revenue	328,722.48
75		Other Income	2,163.93
76		Total Revenue	2,302,582.81
77		Total Expenditures	(2,292,712.19)
78			
79		Balance Revenue less Expenditures*	9,870.62
80			
81	NOTES by GRANT/CONTRACT:		data as of 6/13/18, 10:45 am

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

As of 5/31/2018

(In Whole Numbers)

	Current FY 2017-2018	Beginning Year Balance
Assets		
Cash		
Cash in BA - Main	115,703	86,051
Cash in BA - Payroll	7,129	72,349
Total Cash	122,832	158,401
Accounts Receivable	173,184	258,981
Prepaid Expenses	6,837	6,837
Fixed Assets		
Computer & Software	88,573	86,562
Office Equipment	16,089	16,089
Furniture & Fixtures	550	550
Accumulated Depreciation	(74,215)	(74,215)
Total Fixed Assets	30,997	28,986
Total Assets	333,851	453,204
Liabilities and Net Assets		
Accounts Payable		
COBRA Dental Payable	(133)	0
COBRA Vision Payable	(49)	0
Other	(31,209)	102,307
Total Accounts Payable	(31,391)	102,307
Employer Payroll, Taxes, Benefits Payable	10,009	9,181
Employee Payroll and Taxes	51,439	47,128
Vacation Payable	33,851	33,851
Workers Compensation Payable	430	381
Dependent Benefits Payable	(685)	31
Net Income and Expenditures		
Fund Balance	195,879	195,879
Net Assets - Capital Assets	64,448	64,448
Grant Revenue	1,971,696	0
Contribution Income	2,163	0
Other Income	328,722	0
Interest Revenue	1	0
Vacation	(50,739)	0
Software Maintenance	(4,659)	0
Computer Hardware	(9,388)	0
Other	(2,227,926)	0
Total Net Income and Expenditures	270,197	260,327
Total Liabilities and Net Assets	333,851	453,204

Madera County Workforce Investment Corporation
Statement of Cash Flows - Board Report - Cash Flow
As of 5/31/2018

	Current Month	Current Year 2017-2018
Cash Flows from Operating Activities		
Increase in Net Assets	54,176.29	9,870.62
Increase in accounts receivable		
Accounts Receivable	(55,042.36)	85,796.31
Total Increase in accounts receivable	(55,042.36)	85,796.31
Increase in accounts payable		
Accounts Payable	(59,930.18)	(133,515.53)
COBRA Dental Payable	0.00	(133.29)
COBRA Vision Payable	0.00	(48.88)
Total Increase in accounts payable	(59,930.18)	(133,697.70)
Increase in accrued payroll and related expenses		
FIT Withholding Payable EE	27.49	(177.95)
Medicare Withholding Payable EE	3.47	70.86
Medicare Payable ER	3.47	70.86
Social Security Tax Payable ER	14.82	302.96
SIT Withholding Payable EE	10.30	467.20
CA SDI Payable EE	2.28	93.81
CA SUI Payable ER	(42.57)	(117.59)
CA Training Tax Payable ER	(0.95)	(3.26)
Social Security Withholding Payable EE	14.82	302.96
Worker's Compensation Payable	1.88	49.53
457 Withholding Payable	20.32	575.50
Payroll Payable	160.33	3,554.11
Dependent Medical Payable	329.22	0.05
Dependent Dental Payable	(198.25)	(637.69)
Dependent Vision Payable	0.00	(78.10)
Total Increase in accrued payroll and related expenses	346.63	4,473.25
Total Cash Flows from Operating Activities	(60,449.62)	(33,557.52)
Cash Flows From Investing Activities:		
Purchase of property and equipment		
Computer & Software	0.00	(2,010.96)
Total Purchase of property and equipment	0.00	(2,010.96)
Total Cash Flows From Investing Activities:	0.00	(2,010.96)
Net Cash used in investing activities	0.00	(2,010.96)
Cash Flows from Financing Activities	(60,449.62)	(35,568.48)
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	175,575.29	86,051.15
Cash in BA - Payroll	7,706.36	72,349.36
Total Cash and Cash Equivalents at the Beginning of Year	183,281.65	158,400.51
Cash and Cash Equivalents as of Current Period End Date	122,832.03	122,832.03

Madera County Workforce Investment Corporation
Statement of Revenues and Expenditures - MCWIC Board Report
From 7/1/2017 Through 5/31/2018
(In Whole Numbers)

	Total	WIOA Grants	Disability Employment Grants	Veterans Grant	Rapid Response Layoff Aversion	Dept. of Social Service Contracts
Operating Revenue						
Federal Revenue	1,971,696	1,583,367	355,989	5,963	4,199	0
Other Local & State Revenue	328,722	2,646	2,642	0	0	49,955
Other Income	2,164	0	0	0	0	13
Contribution In-Kind (Goods)	0	0	0	0	0	0
Total Operating Revenue	<u>2,302,583</u>	<u>1,586,013</u>	<u>358,631</u>	<u>5,963</u>	<u>4,199</u>	<u>49,967</u>
Total Revenue	<u>2,302,583</u>	<u>1,586,013</u>	<u>358,631</u>	<u>5,963</u>	<u>4,199</u>	<u>49,967</u>
Expenditures						
Salaries	(1,180,497)	(907,709)	(208,528)	(4,729)	(1,788)	(6,580)
Payroll Taxes	(111,618)	(85,820)	(19,595)	(425)	(198)	(1,065)
Benefits	(168,627)	(128,332)	(31,162)	(1,026)	(487)	(3,327)
Materials & Supplies	(59,058)	(44,260)	(7,927)	(19)	(69)	(1,151)
Advertising	(6,874)	(135)	(300)	0	0	(6,439)
Overhead/Operating Expenses	(464,429)	(211,988)	(41,837)	(1,190)	(993)	(10,505)
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(301,609)	(215,738)	(56,065)	1,426	(664)	(16,083)
Total Expenditures	<u>(2,292,712)</u>	<u>(1,593,983)</u>	<u>(365,414)</u>	<u>(5,963)</u>	<u>(4,199)</u>	<u>(45,151)</u>
Net Revenue Over Expenditures	<u>9,871</u>	<u>(7,971)</u>	<u>(6,783)</u>	<u>0</u>	<u>(0)</u>	<u>4,816</u>
Fund Balance	229,730	(150)	860	0	0	53,009
Total Balance	<u>239,600</u>	<u>(8,121)</u>	<u>(5,923)</u>	<u>0</u>	<u>(0)</u>	<u>57,825</u>

Madera County Workforce Investment Corporation
Statement of Revenues and Expenditures - MCWIC Board Report
From 7/1/2017 Through 5/31/2018
(In Whole Numbers)

	Realignment Grants	CDBG	Foundation Grants	Unrestricted Corporate
Operating Revenue				
Federal Revenue	0	0	0	22,178
Other Local & State Revenue	42,103	7,945	0	223,432
Other Income	0	0	0	2,151
Contribution In-Kind (Goods)	0	0	0	0
Total Operating Revenue	<u>42,103</u>	<u>7,945</u>	<u>0</u>	<u>247,761</u>
Total Revenue	<u>42,103</u>	<u>7,945</u>	<u>0</u>	<u>247,761</u>
Expenditures				
Salaries	(23,866)	0	0	(27,297)
Payroll Taxes	(2,267)	0	0	(2,248)
Benefits	(4,721)	0	0	429
Materials & Supplies	(2,080)	0	0	(3,551)
Advertising	0	0	0	0
Overhead/Operating Expenses	(11,246)	0	0	(186,669)
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(11)	(7,945)	(6,519)	(10)
Total Expenditures	<u>(44,191)</u>	<u>(7,945)</u>	<u>(6,519)</u>	<u>(219,346)</u>
Net Revenue Over Expenditures	<u>(2,088)</u>	<u>0</u>	<u>(6,519)</u>	<u>28,415</u>
Fund Balance	31,456	0	38,587	105,968
Total Balance	<u>29,368</u>	<u>0</u>	<u>32,069</u>	<u>134,383</u>

Madera County Workforce Investment Corporation

Aged Payables by Due Date - Aged Payables

Aging Date - 7/1/2014

From 7/1/2017 Through 5/31/2018

Vendor ID	Vendor Name	Account Title	Invoice Number	Invoice/Credit Description	Due Date	Current Due
1000	METLIFE	Costs to be Allocated	APDoc1856	Group Life: June 2018	6/13/2018	(70.89)
Total 1000	METLIFE					(70.89)
1060	COMCAST	Costs to be Allocated	APDoc1860	Monthly Business Class Service (Internet), 5/14-6/13	6/8/2018	(435.07)
Total 1060	COMCAST					(435.07)
1230	BLUE SHIELD OF CALIFORNIA	General	181340087794	Group Medical: June 2018	6/13/2018	(9,018.99)
Total 1230	BLUE SHIELD OF CALIFORNIA					(9,018.99)
1601	FCCC: Foundation for California Community Colleges	WIA Adult #201 #202	MADERA-1813	Client Payroll Processing PP 12/10/2017-12/23/2017	1/28/2019	(2,724.14)
Total 1601	FCCC: Foundation for California Community Colleges					(2,724.14)
1616	Creekside Land Company LLC	Costs to be Allocated	APDoc1858	Building Rent for June 2018	6/21/2018	(17,821.08)
Total 1616	Creekside Land Company LLC					(17,821.08)
1707	Ultimate Staffing Services	Costs to be Allocated	13591210	Staffing Service: Account Clerk I, 5/7-5/11	6/17/2018	(1,122.00)
Total 1707	Ultimate Staffing Services					(1,122.00)
383	BRANDMARK DYNAMICS	WIA Adult #201 #202	APDoc1859	Monthly Web Hosting, June 2018	6/21/2018	(16.67)
Total 383	BRANDMARK DYNAMICS					(16.67)

Madera County Workforce Investment Corporation

Aged Payables by Due Date - Aged Payables

Aging Date - 7/1/2014

From 7/1/2017 Through 5/31/2018

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Account Title</u>	<u>Invoice Number</u>	<u>Invoice/Credit Description</u>	<u>Due Date</u>	<u>Current Due</u>
Report Total						(31,208.84)

79 *APC*
6/20

Madera County Workforce Investment Corporation
 Aged Receivables by Due Date - Aged accounts Receivable
 Aging Date - 7/1/2017
 From 7/1/2017 Through 5/31/2018

Custom... ID	Customer Name	Invoice Number	Invoice Date	Invoice/Credit Description	Current	Total
1000	Central Valley Opportunity Center	ARDoc757	3/14/2018	CVOC AJCC - February 2018	(0.10)	(0.10)
		ARDoc802	4/30/2018	CVOC AJCC - April 2018	423.33	423.33
Total 1000	Central Valley Opportunity Center				423.23	423.23
1003	EDD - WIA Cash Draw	ARDoc809	5/30/2018	EDD Cash Draw	98,374.00	98,374.00
Total 1003	EDD - WIA Cash Draw				98,374.00	98,374.00
1005	Madera County Probation Department	ARDoc796	4/30/2018	CCP In Custody - April 2018	977.13	977.13
		ARDoc797	4/30/2018	CCP Post Release - April 2018	365.78	365.78
Total 1005	Madera County Probation Department				1,342.91	1,342.91
1008	Department of Rehabilitation	ARDoc779	3/31/2018	DOR AJCC - March 2018	461.34	461.34
		ARDoc806	4/30/2018	DOR AJCC - April 2018	461.34	461.34
Total 1008	Department of Rehabilitation				922.68	922.68
1019	ICMA (457) Retirement	ARDoc767	3/20/2018	457 ICMA Retirement ER - T. Acuna	2,582.15	2,582.15
Total 1019	ICMA (457) Retirement				2,582.15	2,582.15
1041	Madera County Department of Social S...	ARDoc790	3/31/2018	DSS GED/HiSET - March 2018	9,977.60	9,977.60
		ARDoc799	4/30/2018	DSS GED/HiSet - April 2018	6,088.33	6,088.33
		ARDoc801	4/30/2018	DSS AJCC - April 2018	12,566.80	12,566.80
		ARDoc807	4/30/2018	DSS Job Fair - Through April 2018	22,714.85	22,714.85
		ARDoc808	4/30/2018	DSS Assessment - April 2018	150.00	150.00
Total 1041	Madera County Department of Social S...				51,497.58	51,497.58
1052	CERTAINTEED SAINT-GOBAIN	ARDoc717	1/26/2018	Certainteed Assessment - November 2017	450.00	450.00

add 6/20

Madera County Workforce Investment Corporation
Aged Receivables by Due Date - Aged accounts Receivable
Aging Date - 7/1/2017
From 7/1/2017 Through 5/31/2018

Custom... ID	Customer Name	Invoice Number	Invoice Date	Invoice/Credit Description	Current	Total
		ARDoc722	1/31/2018	CertainTeed Assessments - January 16-31, 2018	1,020.00	1,020.00
		ARDoc784	4/23/2018	CertainTeed - April 16 & 19, 2018 Assessments	510.00	510.00
		ARDoc813	5/31/2018	CertainTeed;Assessments;May 2018	616.25	616.25
Total 1052	CERTAINTTEED SAINT-GOBAIN				2,596.25	2,596.25
1059	Merced County Dept. of Workforce Inv...	ARDoc789	3/31/2018	WIOA Regional Training - March 2018	4,421.23	4,421.23
		ARDoc800	4/30/2018	Merced Regional Training - April 2018	2,184.98	2,184.98
Total 1059	Merced County Dept. of Workforce Inv...				6,606.21	6,606.21
1065	Madera Adult School	ARDOC803	4/30/2018	MAS AJCC - April 2018	3,228.60	3,228.60
Total 1065	Madera Adult School				3,228.60	3,228.60
1073	EDD-DGS	ARDoc804	5/1/2018	EDD AJCC - May 2018	5,472.00	5,472.00
		ARDoc805	4/30/2018	EDD Phone - April 2018	135.00	135.00
Total 1073	EDD-DGS				5,607.00	5,607.00
Report Total					173,180.61	173,180.61

80


Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary

Cash Account: 1010 Cash in BA - Main
Reconciliation ID: Bank Reconciliation for 1010 for 05.31.18
Reconciliation Date: 5/31/2018
Status: Open

Bank Balance	192,898.04
Less Outstanding Checks/Vouchers	77,195.44
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	115,702.60
Balance Per Books	<u>115,702.60</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

Cash Account: 1020 Cash in BA - Payroll
 Reconciliation ID: Bank Reconciliation for 1020 for 05.31.18
 Reconciliation Date: 5/31/2018
 Status: Open

Bank Balance	7,129.43
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	7,129.43
Balance Per Books	<u>7,129.43</u>
Unreconciled Difference	<u><u>0.00</u></u>

[Handwritten signature]
[Handwritten initials]
 6/20/18

Click the Next Page toolbar button to view details.



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 9.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Interim Executive Director

Date: July 19, 2018

Subject: Grants/Projects Update

Information:

- CCP/AB109: This contract was renewed for 2018-2019 with a decrease in funding from the Department of Corrections due to the current Workforce Accelerator project covering a portion of staff time related to services within the DOC. We continue to provide in custody job readiness workshops at the Madera County Department of Corrections facility. 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. The 2018-19 scope of work includes mock interviews and we have been fortunate to have several local employers volunteer to assist with this activity.
- Wells Fargo Grants: We were recently contacted by Wells Fargo and asked to submit a proposal for up to \$20,000. We have submitted a proposal to continue to fund the dedicated HiSET class, with instructor and clerical support and flexible hours for customers and hope to be notified soon regarding whether the funds will be awarded to continue this critical service.
- Disability Employment Initiative: We have successfully completed this project and continue to increase our Ticket to Work assignments and revenue. We received funding to continue to provide Technical Assistance to recent DEI/DEA grant recipients.
- Disability Employment Accelerator Grant: We are implementing our DEA grant project for 17-18 with a continued focus on employers, as well as jobseekers. Individuals are being enrolled in services and several are enrolled in, or have completed, work-based learning activities. We anticipate an additional round of competitive DEA funding to be released soon and will apply if we are eligible to do so.
- 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.
- The California Workforce Development Board approved our application for designation as a local workforce development area under WIOA as well as certification of the Workforce Development Board under WIOA. The WDB is current certified as compliant related to required representation.
- We have received additional Veteran's Employment Assistance Program funds with Stanislaus as the lead with the regions identified industries and sectors and are currently enrolling customers.
- We applied as the Lead for Workforce Accelerator funds to provide a mini-One Stop at the Department of Corrections and we were also asked to participate in two additional applications; one with Fresno for online delivery of services and one with the CA Partnership for Financial Literacy with a non-profit CBO in San Francisco. We have been awarded all three grants and recently participated in the mandatory orientation with the state EDD and Workforce Board. We have also already met with staff from the Department of Corrections and Probation to design program and staffing for the mini-one stop. The services at the DOC and Probation have been implemented and we are serving customers at both locations. We have been successful in getting customers served at those locations to begin to come into the Center for additional services. Training and implementation on the other two Accelerator grants that we partnered in have begun.
- 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 also let an RFP with Merced, Stanislaus, San Joaquin and Kings County for a One Stop Operator. ProPath, Inc. was ultimately selected at the sub-regional One Stop Operator, and has been working in that capacity since July 2017.
- 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. A number of new partnerships have been

developed as a result of the ELL Navigator grant, and new resources and training have been made available to both staff and customers at the Center. We are working closely with the Transition Specialists from the State Center Adult Education Consortium, as they are now co-located here at the Center. This is strengthening the referral and transition process for those students who are completing activities at Madera Adult School. The ELL Navigator and Career Specialists have also made regular presentations to students at Madera Adult School to advise them of the broader range of services available to them.

- We were recently contacted by the Madera Superior Court due to our non-profit status and services to the community to see if we would like to have a donation of IT equipment. After some research and determination, we will be accepting ten laptops in order to create a mobile laptop system and will only need to purchase the mobile cart. We have since received these 10 laptops and IT are currently working on them for us by customers.
- We are currently working with the City of Madera and Habitat for Humanity to apply for a Wells Fargo and UCSM CommunityWINS Grant wherein the proposed scope of work is to rebuild an elderly couple's home that was destroyed by fire and they were uninsured. The grant application is due March 16th and we have had several meetings with all of the stakeholders and partners in order to begin to complete the application. This grant application has been submitted and we also added GRID Alternatives to place solar panels on this home. The award announcement is anticipated in late June or July of 2018.
- We will be continuing our current contracts with the Department of Social Services (DSS) for both WorkKeys Assessment and the annual Spring Job Fair here in Madera. In addition, we are currently working with DSS on a pilot project to offer Transitional Job Training opportunities to their customers via placements with local employers. We anticipate serving approximately 20 individuals in the pilot during program year 2018-19, if the agreement is approved by the Board of Supervisor. The total contract amount for the TJT pilot program is \$250,000 and includes both case management, and worksite development, along with payroll processing for the participants.

Financing:

Workforce Innovation and Opportunity Act



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 9.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Interim Executive Director

Date: July 19, 2018

Subject: Program Update

Information:

Staff are providing program activity data from July 1, 2017 through May 31, 2018. The documents provided are the WIOA Program Participant Summaries and the Participant Services Summaries

The Program Participant Summary outlines participant activity and demographic information for the specified time period. The Services Summaries outline the specific services provided over the specified time period – one report is for Adult and DW customers and the other is for Young Adult (Youth) program customers.

Financing:

Workforce Innovation and Opportunity Act

Executive - Program Management - WIOA Services Summary

- Customer Group: Youth
 - Region/LWIA: Madera County Workforce Investment Corporation
 - Age Selection:: Age at Participation
 - Date Range: 7/1/2017 - 5/31/2018

I.	Participation Summary	Enrolled	Exited
A.	Total Participants	107	19
B.	Program Activities / Services Summary		
	Basic Career Services	14	7
	Individualized Career Services	106	18
	Financial Literacy	4	4
	English as Second Language Services	0	0
	Pre-Vocational Activities	0	0
	Work Experience	29	8
	Summer Employment/Internship during the Summer (WIOA Youth)	28	8
	Employment opportunities, including internships, not limited to summer months	0	0
	Pre-apprenticeship programs	0	0
	Job shadowing	1	0
	On-the-Job Training (WIOA Youth)	3	0
	Transitional Job (WIOA Adult, Dislocated Worker, and Dislocated Worker Grants)	0	0
	Other work experience activities	0	0
	Training Services	16	6
	Other Occupational Skills Training	13	5
	Customized Training	0	0
	Skills Upgrade Training	0	0
	Entrepreneurial Training	4	4
	Registered Apprenticeship Training	0	0
	ABE / ESL with Occupational Skills Training	1	0
	On the Job Training	3	0
	Pre-Requisite Training	15	6
	Youth Occupational Skills Training	0	0
	Other Non-Occupational Skills Training	0	0
	Youth Services	0	0
	Secondary Education	45	4
	Alternative Secondary Education	0	0
	Received Other Basic Skill Training	5	4
	Educational Achievement Services	5	4
	Education Offered Concurrently with Workforce Preparation	0	0
	Leadership Development	20	8
	Adult Mentoring Services	0	0
	Comprehensive Guidance/Counseling Services	76	9
	Labor Market and Employment Information	24	11
	Postsecondary Transition and Preparatory Activities	0	0
	Established Individual Training Account (ITA)	8	3
	Support Services	45	11
	Needs - Related Payments	0	0
	Youth with Goals Set	3	1
II.	Co-Enrollment Summary	Enrolled	Exited
	Multiple WIOA Funding	0	0
	Wagner Peyser	75	17
	Trade Adjustment Assistance (TAA)	0	0
			88

	Generic Programs	0	0
	NFJP Program	0	0
	Adult Education Program	0	0

Executive - Program Management - WIOA Participant Summary

- Customer Group: Youth
 - Region/LWIA: Madera County Workforce Investment Corporation
 - Age Selection:: Age at Participation
 - Filter by Date: Active
 - Date Range: 7/1/2017 - 5/31/2018

I. Participation Summary		Enrolled	Exited
A. Total Participants		107	19
	Participants Carried In	34	15
	New Participants	73	4
B. Eligible Youth 5% Exception			
	Youth 5% Exception	1	0
C. In School / Out Of School Youth (Funding Definition)			
	In School Youth	0	0
	Out Of School Youth	107	19
D. Program Exit Information			
	Entered Unsubsidized Employment		10
	Training Related Employment		3
	Entered Military Service		0
	Entered Qualified Apprenticeship		0
	Entered Post-Secondary Education		2
	Entered Advanced Training		0
	Individuals Attained Recognized Certificate/Diploma/Degree		9
	Individuals Attained High School Diploma/GED		2
	Returned to Secondary School		0
	Exits Excluded from Performance		0
	Other Exits		19
II. Participation Characteristics Summary		Enrolled	Exited
A. Gender			
	Female	54	7
	Male	53	12
B. Age			
	14 - 18	11	3
	19 - 21	56	10
	22 - 24	40	6
	25 - 34	0	0
	35 - 44	0	0
	45 - 54	0	0
	55 - 64	0	0
	65 and older	0	0
C. Race/Ethnicity			
	Ethnicity Hispanic or Latino	88	13
	American Indian / Alaskan Native	2	1
	Asian	0	0
	African American / Black	6	2
	Hawaiian Native / Other Pacific Islander	1	0
	White	90	14
	Other	0	0
D. Veteran Status			
	Total Veterans	1	0
	Served Less than 181 Days	0	0
	Eligible Veteran	1	0

	Other Eligible Person	0	0
	Campaign Veteran	0	0
	Disabled Veteran	0	0
	Special Disabled Veteran	0	0
	Recently Separated Veteran	0	0
	Transitioning Service Member	21	2
E.	Labor Force Status		
	Employed	24	0
	Employed, but received notice of layoff or termination	0	19
	Unemployed	83	19
F.	School Status at Participation		
	In School, High School or Less	0	0
	In School, Alternative School	0	0
	In School Attending Post High School	0	0
	Out-of-School, High School Dropout	53	7
	Out-of-School, High School Grad	54	12
	Not Attending School, Within Age of Compulsory School Attendance	0	0
G.	Unemployment Insurance Status		
	Eligible Claimant, Referred by WPRS	0	0
	Eligible Claimant, referred by REA/RESEA	0	0
	Eligible Claimant, not referred by WPRS/RESEA	1	0
	Exhaustee	4	3
H.	Barriers		
	Disabled	13	3
	English Language Learner	5	1
	Single Parent (including single pregnant women)	28	1
	Displaced Homemaker	0	0
	Offenders	9	0
	Homeless	8	3
	Runaway Youth	0	0
	Pregnant / Parenting Youth	32	1
	Youth Requires Additional Assistance	28	11
	Youth Serious Barriers to Employment (WIA legacy)	0	0
	Basic Literacy Skills Deficient	97	15
	Youth in, or aged out of, Foster Care	1	0
	Out of Home Placement	0	0
	Eligible under Section 477 of the Social Security Act	0	0
	American Indian/Alaskan Native	2	1
	Hawaiian Native	1	0
	Within 2 years of exhausting TANF lifetime eligibility	0	0
	Facing Substantial Cultural Barriers	0	0
	Eligible Migrant Seasonal Farmworkers as defined in WIOA Sec 167 (i)	1	0
	Meets Governor's special barriers to employment	0	0
I.	Income / Public Assistance		
	Low Income	93	19
	TANF	14	1
	SSI	2	0
	Receiving Social Security Disability Insurance Income (SSDI)	0	0
	State or Local Income-Based Public Assistance (General Assistance)	0	0
	Refugee Cash Assistance (WIA Legacy)	0	0
	Supplemental Nutrition Assistance Program (SNAP)	46	90
			9

	Foster Child (State or Local Payments are Made)	0	0
	Youth living in the High-poverty Area	0	0
	Youth Receives or is Eligible to Receive Free or Reduced Lunch	0	0

Executive - Program Management - WIOA Services Summary

- Customer Group: Adult, Dislocated Worker
 - Region/LWIA: Madera County Workforce Investment Corporation
 - Age Selection: Age at Participation
 - Date Range: 7/1/2017 - 5/31/2018

I.	Participation Summary	Enrolled	Exited
A.	Total Participants	415	165
B.	Program Activities / Services Summary		
	Basic Career Services	412	164
	Individualized Career Services	369	143
	Financial Literacy	0	0
	English as Second Language Services	20	0
	Pre-Vocational Activities	0	0
	Work Experience	6	2
	Summer Employment/Internship during the Summer (WIOA Youth)	0	0
	Employment opportunities, including internships, not limited to summer months	0	0
	Pre-apprenticeship programs	0	0
	Job shadowing	0	0
	On-the-Job Training (WIOA Youth)	0	0
	Transitional Job (WIOA Adult, Dislocated Worker, and Dislocated Worker Grants)	6	2
	Other work experience activities	0	0
	Training Services	196	67
	Other Occupational Skills Training	183	61
	Customized Training	0	0
	Skills Upgrade Training	0	0
	Entrepreneurial Training	0	0
	Registered Apprenticeship Training	0	0
	ABE / ESL with Occupational Skills Training	131	36
	On the Job Training	15	7
	Pre-Requisite Training	0	0
	Youth Occupational Skills Training	0	0
	Other Non-Occupational Skills Training	0	0
	Youth Services	0	0
	Secondary Education	0	0
	Alternative Secondary Education	0	0
	Received Other Basic Skill Training	0	0
	Educational Achievement Services	0	0
	Education Offered Concurrently with Workforce Preparation	0	0
	Leadership Development	0	0
	Adult Mentoring Services	0	0
	Comprehensive Guidance/Counseling Services	0	0
	Labor Market and Employment Information	0	0
	Postsecondary Transition and Preparatory Activities	0	0
	Established Individual Training Account (ITA)	60	28
	Support Services	144	57
	Needs - Related Payments	0	0
	Youth with Goals Set	1	1
II.	Co-Enrollment Summary	Enrolled	Exited
	Multiple WIOA Funding	0	0
	Wagner Peyser	277	132
	Trade Adjustment Assistance (TAA)	13	4
			93

	Generic Programs	0	0
	NFJP Program	0	0
	Adult Education Program	0	0

Executive - Program Management - WIOA Participant Summary

- Customer Group: Adult, Dislocated Worker
 - Region/LWIA: Madera County Workforce Investment Corporation
 - Age Selection: Age at Participation
 - Filter by Date: Active
 - Date Range: 7/1/2017 - 5/31/2018

I.	Participation Summary	Enrolled	Exited
A.	Total Participants	415	165
	Participants Carried In	194	119
	New Participants	221	46
B.	Eligible Youth 5% Exception		
	Youth 5% Exception	0	0
C.	In School / Out Of School Youth (Funding Definition)		
	In School Youth	0	0
	Out Of School Youth	9	2
D.	Program Exit Information		
	Entered Unsubsidized Employment		44
	Training Related Employment		11
	Entered Military Service		0
	Entered Qualified Apprenticeship		0
	Entered Post-Secondary Education		0
	Entered Advanced Training		0
	Individuals Attained Recognized Certificate/Diploma/Degree		25
	Individuals Attained High School Diploma/GED		15
	Returned to Secondary School		0
	Exits Excluded from Performance		9
	Other Exits		156
II.	Participation Characteristics Summary	Enrolled	Exited
A.	Gender		
	Female	239	72
	Male	176	93
B.	Age		
	14 - 18	7	4
	19 - 21	29	11
	22 - 24	31	15
	25 - 34	119	55
	35 - 44	105	31
	45 - 54	78	29
	55 - 64	39	16
	65 and older	7	4
C.	Race/Ethnicity		
	Ethnicity Hispanic or Latino	301	117
	American Indian / Alaskan Native	6	4
	Asian	12	3
	African American / Black	21	7
	Hawaiian Native / Other Pacific Islander	2	0
	White	346	136
	Other	0	0
D.	Veteran Status		
	Total Veterans	16	10
	Served Less than 181 Days	0	0
	Eligible Veteran	16	9 5 10

	Other Eligible Person	0	0
	Campaign Veteran	2	1
	Disabled Veteran	1	0
	Special Disabled Veteran	1	1
	Recently Separated Veteran	1	1
	Transitioning Service Member	72	37
E.	Labor Force Status		
	Employed	82	26
	Employed, but received notice of layoff or termination	2	139
	Unemployed	331	139
F.	School Status at Participation		
	In School, High School or Less	1	0
	In School, Alternative School	8	2
	In School Attending Post High School	22	10
	Out-of-School, High School Dropout	129	37
	Out-of-School, High School Grad	255	116
	Not Attending School, Within Age of Compulsory School Attendance	0	0
G.	Unemployment Insurance Status		
	Eligible Claimant, Referred by WPRS	4	1
	Eligible Claimant, referred by REA/RESEA	2	1
	Eligible Claimant, not referred by WPRS/RESEA	83	47
	Exhaustee	29	11
H.	Barriers		
	Disabled	81	25
	English Language Learner	57	13
	Single Parent (including single pregnant women)	107	39
	Displaced Homemaker	1	0
	Offenders	50	23
	Homeless	8	1
	Runaway Youth	0	0
	Pregnant / Parenting Youth	7	1
	Youth Requires Additional Assistance	1	1
	Youth Serious Barriers to Employment (WIA legacy)	0	0
	Basic Literacy Skills Deficient	287	107
	Youth in, or aged out of, Foster Care	1	0
	Out of Home Placement	0	0
	Eligible under Section 477 of the Social Security Act	0	0
	American Indian/Alaskan Native	4	3
	Hawaiian Native	2	0
	Within 2 years of exhausting TANF lifetime eligibility	1	1
	Facing Substantial Cultural Barriers	0	0
	Eligible Migrant Seasonal Farmworkers as defined in WIOA Sec 167 (i)	2	1
	Meets Governor's special barriers to employment	0	0
I.	Income / Public Assistance		
	Low Income	290	117
	TANF	49	22
	SSI	22	8
	Receiving Social Security Disability Insurance Income (SSDI)	12	3
	State or Local Income-Based Public Assistance (General Assistance)	2	0
	Refugee Cash Assistance (WIA Legacy)	0	0
	Supplemental Nutrition Assistance Program (SNAP)	187	96
			71

	Foster Child (State or Local Payments are Made)	0	0
	Youth living in the High-poverty Area	0	0
	Youth Receives or is Eligible to Receive Free or Reduced Lunch	0	0



Agenda Item 9.5

Consent Action Information

To: Madera County Workforce Investment Corporation
From: Tracie Scott-Contreras, Interim Executive Director
Date: July 19, 2018
Subject: MCWIC Climate Survey Update

Information:

Management conducted a follow-up to the organizational assessment and climate survey asking for specific comments, feedback, recommendations, etc. to the original survey that was conducted and subsequently provided to the Board. We have aggregated the comments and feedback received from Phase II of the organizational assessment and are providing the information to the Board. Staff will be working on a plan related to any areas of concern and welcome feedback from the Board to assist in the development of the plan.

A copy of the aggregated comments is attached for the Board's review.

Financing:

Workforce Innovation and Opportunity Act

1

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

9 Great work environment/co-workers are helpful, we work as a team. Management is professional, dedicated and caring. They model excellent work ethic.

I am very happy and grateful for my job.

Happy

I am very happy at work, I enjoy coming to work everyday.

I am happy and satisfy at work. I appreciate my employment.

I would give it an 8; I enjoy my job and staff that I work with.

8

I am happy at work I try to keep my personal life at home and even if something might be going on I try to be as professional as possible to keep a smile on my face.

I would be at an 8. Considering benefits, wages tec.

I am happy at work.

It is not the responsibility of neither my employer nor my coworkers to make me happy. I am responsible for my own happiness. However, to answer this question correctly, yes, I am happy at work (most days). I enjoy what I do . Every day I look forward to learning from my colleagues and customers.

Yes, I am happy to work with MCWIC. I enjoying working with my customers.

I am happy. I keep busy and get my work done.

NA

6

9

Happy - sometimes stressed, but is part of the work process.

Would you refer someone to work here?

Yes. This is one of the best work places in Madera.

Yes and have done so.

Yes - but only after I'm no longer employed.

Yes I would refer some to work here

Yes, no reservation.

Yes, to get the experience.

Of course I would, however I would inform them that pay increase are not annual, its based on performance and fu...

Yes

Yes I would refer some to work here at our wonderful organization. They could learn vital skills to help other that might be going through the same situation.

I have and still will.

This is a nice place to work.

Yes, I would refer someone to work here. Although there is not much room for advancement (management positions), there is definitely room for personal and professional growth.

Yes, I would. The staff is friendly and welcoming.

Yes, I believe in the work that we do. We have a great reputation in and outside of the community.

NA

If there were a reason not to refer someone to work here would be the lack of upward movement opportunities. Otherwise, this is a fine place to work.

Yes, I would refer someone to work here.

yes, I would refer.

Do you have a clear understanding of your career path?

I do and I appreciate the opportunity for growth and professional development in the is work place

Yes, I have a clear understanding

Yes

Yes I do have a clear understanding of my career path.

Absolutely.

Yes

Yes

Yes I do have a clear understanding of my career path.

at the current moment no. I know that I enjoy my job and the duties assigned to me, but there is always room for advancement and a career change.

It is very difficult to know what the future holds due to the nature of our funding.

I am not sure. I do, however, know that I want to help people reach their maximum potential. I am currently looking into Master programs because I, too, want to reach my maximum potential.

Yes, I do.

No additional comments.

NA

Other than doing to job day to day it is hard to see any kind of career path.

Yes, I have a clear understanding of my career path.

Yes & No, Sometimes I think about what other things I am good at, & if this is what I want to do for the rest of my career path.

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

Retirement

Retirement

I would only quit if it all become too stressful and needed a change.

The reason for me not coming into work would be if I died.

Retirement or new job.

Retirement

Better opportunity

if I would to leave work it would not be related to work it would have because of a family emergency.

Salary increases, Benefits packages, and Career Advancements/Promotions.

Health, Better Job Opportunity, Benefits/Retirement

There are a few reasons for which I would quit my job tomorrow:

1. A nuclear familiar member or one or both of my parents became ill
2. I was offered a higher position (coordinator, supervisor, etc.) with a human services agency - not necessarily with a higher wage
3. I was accepted into a masters program, and work became too overwhelming
4. I stopped learning and or enjoying what I do

No comment to add.

NA

Retirement or I get lucky on the lottery.

Better job opportunity.

Better Job, Opportunity, more pay.

Do you feel valued at work?

Yes. My efforts are recognized and appreciated.

Yes I do.

Yes

Yes I feel valued at work.

Yes.

Yes

Sometimes

Yes

By supporting staff sometimes. By the participants/customer always.

Staff and Management do their best to show we are valued.

Yes, I feel valued at work.

At time, I would like more recognition. A catered lunch or dinner once a year would be nice.

Yes, I feel respected and that my opinions matter.

NA

Most of the time, but not always.

Yes

Yes.

How frequently do you receive recognition from your Supervisor?

Often.

Often when warranted.

Yes

Yes

Often, and I value her input.

Often

Not often

Yes often and they are always happy to see us.

Positive feedback is always appreciated, but its not frequent. The surrounding support and collaboration within the organization what makes me feel appreciated. For example, recognition by a supporting staff supervisor.

Not as frequent. This does not affect my ability to continue to do my best at what I do.

I do not receive recognition from my supervisor on a daily, weekly or monthly basis, but I do not feel it is necessary to receive recognition for everything I complete/accomplish. I recognize my good work. More importantly, I feel good about everything I have accomplished thus far. That is what drives me to do my best every day that I am at work.

Somewhat often.

Public recognition is received after an event. Thank you's are done and said often.

NA

Frankly, I do not receive recognition very often if at all from my supervisor.

My supervisor gives me recognition often.

Often

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

Yes. The opportunities are available and this is the work that I enjoy.

Yes.

Yes.

Yes I do believe I will reach my full potential here at MCWIC

Yes.

Yes, I do

Yes

Yes I feel that I will be able to learn and grow as an employee.

I can if given the opportunity.

Difficult to say due to budget and funding.

I am not sure. I do not know what life has in store for me.

Yes, I believe so.

No additional comments.

NA

No

Yes.

Yes.

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

Yes I enjoy what I do.

Of course.

Yes

Yes I would certainly reapply for my current job

Yes. I enjoy my work and office environment.

Yes

Yes

I believe I would reapply I have enjoyed the time I worked here. The environment is very delightful and the staff is great.

Of course and I have multiple times.

I enjoy my job and love what I do.

Yes, I would reapply. However, the second time around, I would inquire about advancement opportunities and pay increases.

Yes, most definitely. I like working with my customers and my community.

No additional comments.

NA

Probably not. Mostly due to having no chance to move up.

No.

Yes, is a good learning experience

Do you foresee yourself working here one year from now?

Yes, and beyond.

Yes I do.

Yes

Ye I do

Yes.

Yes

Yes, I see myself working here hopefully until I retire or unless I receive a job offer with excellent wages.

Yes

Yes at least I hope that the organization is here and we have the funding to be able to work here.

Yes

If funding permits, yes.

I am not sure. I will have a better answer to this questions approximately 10 months from now.

Yes, I do.

No additional comments.

NA

Yes

Yes.

Yes, still have a lot to learn

Do you feel like the management team here is transparent?

Yes. Our management team is open about important matters that pertain to us and our work.

I believe they are transparent.

Yes. We have always been given information about the status of funding and been given any news that could possibly impact our programs and jobs - good and bad.

I feel we have an awesome management team

Yes. We are informed and information is given to us in a professional way.

Yes

Sometimes

Yes, the managers are transparent if we have a question they are happy to make some time to answer our question and if they don't answer they take the time to look in to the situation and gets back to you.

At time. There are some decisions that I understand are supposed to be for management only. But I think that the workplace and its employees benefit in several ways, if the management team acts in a transparent manner.

The information needed to do my job is provided.

The management team tells me what is relevant to me and to the work I was hired to do - that is all I care to know/hear about.

Yes.

Yes, management is as transparent as they can and need to be. They keep staff up to date on things that may impact their work.

NA

Not all the time.

Yes.

yes, I am able to share any discomfort at work.

What three words would you use to describe our culture?

caring, Professional, team

Team Work, Hardworking, Informative

cooperative, familial, ebbs & flows

hardworking, dedicated, helpful

Teamwork, Aspired, Oriented. People in our office are not afraid of challenges and they have knowledge to deal with such issues and we adapt appropriately and quickly.

Social, Supportive, Caring

Changing, Helpful, Professional

Supportive, Knowledgeable, Dedicated

Dedicated, Caring, Engaging

Teamwork, Flexible, Friendly

Collaboration, Accountability, Integrity

Teamwork, Passionate upon quality of service, Mostly happy

No additional comments.

NA

Stressful, Under Pressure, Professional

Hard Working, Friendly, Busy

Busy, Productive, Hardworking

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

10 She acknowledges and appreciates my ideas/suggestions.

Very Comfortable.

8

Not sure, I guess seven

I am comfortable talking to my supervisor and giving her my opinion. She is fair.

10

no too comfortable, every time we do it bites us back. It seems like every time we have the opportunity to voice our opinion about work load etc. we are constantly reminded ... well paid. When we had the review of climate survey in the staff meeting, Executive Director seemed very upset (which I understand after those not so nice/professional responses) however when you ask for honest opinion you should prepare your...honest opinions.

7

I feel very comfortable when they ask me question I try to be as clear as possible so that can know what is going on.

I feel pretty comfortable.

I am very comfortable giving feedback to my supervisor.

I feel comfortable providing feedback to my supervisor, and she listens to my suggestions.

Comfortable at times.

No additional comments.

NA

5 or 6

I feel absolutely comfortable.

Comfortable enough.

Do you feel like coworkers give each other respect here?

absolutely! All the time!

Totally.

yes

Yes I feel coworkers do respect each other

Hundred percent.

Yes

Yes

Yes the atmosphere is always delightful and my coworkers are always happy to see on another.

Yes.

The employees get along well and respect each other and their boundaries.

As far as I can tell, yes.

Yes

No additional comments.

NA

Absolutely. My coworkers are all dedicated and professional in assisting customers.

Yes.

Yes, we try hard to work as a Team & be respectful to each other.

Do you believe we live authentically by our organizational values?

Yes. In all we do, our Organization Values are at the center.

Definitely.

yes

Yes I believe we are very organized

yes, beyond and above.

Yes

Yes

yes

The values guide the perspective of the organization as well as its actions. I think we have worked hard in the past few years to believe in the organization values.

Yes. However, we need to revisit the values again.

Yes, I believe MOST MCWIC employees live authentically by our organizational values.

Yes.

No additional comments.

NA

If our organizational values is to assist our customers the best we can, the answer is Yes.

Yes.

Yes

Does the management team contribute to a positive work culture?

Yes. Management model and promote positivity and unity.

I believe they do.

No one can be positive 100% of the time - but yes for the most part

Yes

Yes.

Yes

Sometimes

Yes they are focused and my see that they are stress, but they are always positive and happy to help.

All of the management team oversee the daily operations of the organization to ensure efficiency on a daily basis. And I understand that at times they are extremely consumed by deadlines and meetings. It would be great to see them more involved in the social activities no matter what position they hold within the organization.

Management allows for staff to work as a team and come up with ideas. It doesn't necessary mean that the ideas are fully executed but at least they are taken into consideration.

I think so!

No additional comments.

NA

Not always. If someone does something that the management team does not like, counsel them, don't

Yes.

Yes

Do you have fun at work?

Yes

Yes I do.

It can be enjoyable to work here. Not many occasions for fun.

Yes

Yes. We have such a nice group of people and we work so well together.

Yes

Yes, you have to sometimes we see each other more than we see family or friends.

Sometimes

As much fun that we can have while being focused on daily duties.

When the times is right, yes. I do have fun in my workplace.

I enjoy my work and therefore it is fun to me.

I enjoy coming to work and laughing with my fellow co-workers. Des that count as having fun?

Yes, I do.

Yes, work is a fun as you make it.

NA

Sometimes

Yes.

No, Work is not fun, but if there's comfort then is ok.

The Fiscal Department has been responsive to my questions.

Always

Yes, in timely manner.

Yes

YES

Yes, our fiscal department is very knowledgeable and helpful.

Agree

Sometimes they jump into conclusions without asking first.

Agree

The Fiscal Department is very knowledgeable and very helpful.

Fiscal answers inquiries in a timely manner

Yes.

Yes.

Fiscal has always responded to my questions in a timely manner.

NA

Agree

Strongly Agree

yes, very helpful

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

Yes Always

Yes they do.

yes

YES

Yes. They're on top of the game.

Agree

Agree

The time that I have asked them question they have given me accurate information, and if they didn't know the answer they would get ask to me the same day.

Yes. I don't use their services as much as I was accustomed to but when I do they are professional and accurate.

Fiscal provides accurate information within a reasonable time when needed.

Yes.

Yes.

NA

Agree

Strongly Agree

Yes.

The accounting financial Policies and Procedures Manual is a useful tool to find necessary information related to the Fiscal Department.

Agree

I personally have not needed to use the manual. Normally, if I were to have a question, the fiscal employees are very knowledgeable and are able to assist me.

Have not had many occasions to use it

Yes

I usually receive my information from Fiscal Department and I feel very comfortable with the way this is presented.

Agree

Agree

Yes.

Extremely useful.

Agree

I have not had the need to make reference to it.

Yes.

NA

Somewhat agree

Yes

I know where to access the accounting Financial Policies & Procedures Manual.

Strongly Agree

Yes

yes

yes on the Share drive

I am not sure.

Agree

Strongly Agree

Yes its in the S drive.

Yes, within the share drive.

Strongly Agree

No, but I have never inquired about it.

Yes

NA

Share Drive

I did somewhat agree due to not knowing where the annual was located.

Yes

My pay check is accurate and on time.

Yes, always

Always

yes

Yes

Always and I think you for your work.

Strongly Agree

Strongly Agree

Yes

Always.

Strongly Agree - Thank you for paying us on time!!!

Yes.

yes.

NA

Strongly agree.

Strongly Agree

Yes, always

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

Yes, absolutely

Yes without a doubt.

yes

Yes

Yes, and they are ready to answer my question anytime.

Agree

Agree

Yes

Indeed they are.

Agree

Yes.

yes.

No additional comments.

NA

Agree

Strongly Agree

Yes

Management effectively communicates information about benefits and compensation.

Yes, always

Yes, schedule meetings to discuss.

yes

Yes

Yes.

Agree

Agree

Yes they send emails and review items in the staff meeting.

When that time presents itself the information is sent out to all staff personnel.

management does a great job in communicating any changes to our benefits.

Yes.

Yes

No additional comments.

NA

Agree

Strongly Agree

Yes

Management effectively communicates information about job openings.

Yes, always

Yes, we are informed of job openings.

yes

Yes

Yes.

Agree

Agree

They send emails and or bring us the most recent application if they have it.

It's sent out through email to all staff members.

Job openings are shared in a timely manner.

Yes.

Yes

NA

Agree

Agree

Yes, by email

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

Strongly Agree

Yes it is.

yes - but easier to ask

Yes

Yes and it is must to know. Management is doing fine job up dating employee handbook and keeping up with the new policies.

Agree

Agree

Yes it has the information that we need and it's a good reference to go back to.

Yes it is.

The handbook is a good resource to go to

Yes.

yes

NA

Agree

Agree. Because its located in our share drive.

Yes

I have the appropriate information to do my job well.

Agree

Yes. Training is offered which helps me to perform my job.

yes

Yes

Yes. If I do not, I can count on my supervisor or management to provide me with the information I need.

Agree

Agree

Yes

Information is constantly changing do to law changes or needs. But I've learned to adapt to the needed changes and continue to do my work as well as expected for me to do.

I have the tools necessary to do my job.

It is a work in progress.

yes

Yes. If something is unclear, I know that I can ask my supervisor for guidance.

NA

Agree

Agree.

yes, and I always ask questions, & is helpful to (ASK).

I know what is expected of me at work.

Strongly Agree

Yes I do.

yes

Yes I know what is expected of me at work

Always.

Agree

Agree

Yes

Yes

Goals of the grants are provided and I know what the expectations are. Sometimes, we receive funds but the goals are not clearly defined, not fault on staff or management, its beyond our control.

Of course!

yes

No additional comments.

NA

Agree

Strongly agree.

Yes.

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

Strongly Agree

Yes, helping those in need is important on my job.

what we do is important

Yes

Yes. Our organization is very important part of the community and we collaborate so well with other partners.

Agree

YES

Strongly Agree

Yes because if we were not here working together we as organization would not be able to function properly.

It's extremely important. We have the opportunity to make positive changes in people and within the community.

Agree. However we need to revisit the mission statement.

Absolutely!

Yes

No additional comments.

NA

Agree

Strongly Agree

Yes, helping customers is important

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

Agree

Yes.

yes

Yes

Yes, and if I need some additional materials/tools, it is provided to me in a timely manner.

Agree

I do. However, if you did not know a lot of staff go out and purchase their own materials pens, sticky notes, highlighters...only because when they have ask for supplies in the past staff person in charge of this is not to business friendly at...Why do we need to go to our supervisor when we need a pen or binder clips, I understand for more larger supplies...are asking/needng 100 folders or something like that but for a pen or paper clips?

Strongly Agree

Yes

Yes I do.

Agree. It may take time to fix some of the glitches on the computer but for the most part the equipment and materials are available.

It is a work in progress.

yes

No comments.

NA

Agree

Agree.

Yes

My workload is reasonable. At work, my opinions seem to count.

Agree

Yes.

yes

Yes

Yes. Time management is very important tool to have in order to do my job right.

Agree

Agree

Yes

Yes.

Agree. Everyone has different case loads. Some customers take more time than others but its not unbearable.

Yup!

Somewhat agree. It would be nice to hire an additional staff member to do assessment testing and workshops. Career Specialists would be able to focus more on the caseload and more quality work.

No additional comments.

NA

Somewhat agree. Much more is expected of career specialist than BSRs. An example would be all of us should be scheduled for Specialist of the Day duties to just career specialists.

Agree.

Yes, I just wish we had more hours in the day.

AT work, my opinions seem to count.

Agree

My opinions would always be taken into consideration.

yes

Yes

Yes.

Agree

Somewhat Agree

Yes we are constantly asked about what we think and are encouraged to give feedback when there are changes.

There have been moments when the opinions of staff members has been taken into consideration, but management may have not been as attentive when the employee is speaking and that may have impacted the results of these numbers?

Staff has several platforms to voice their opinions such as staff meetings, email, etc. and management has an open door policy.

Yes.

I believe so.

Yes, my opinions matter, even if that is not the decision that is made.

NA

Somewhat Agree

Agree.

Yes

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

Strongly agree

Yes.

yes

Yes

Yes.

Agree

Agree

Yes

I do.

Agree

Absolutely!

Yes

No additional comments.

NA

Not at all. All of us have talents in different areas. Try more to work with that. Don't put a square peg in a round hole. It is not a good fit.

Strongly Agree.

Yes, helping people

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

Agree

Yes.

not very familiar with the strategic plan but assume so

Yes

Yes. Helping, assisting customers, enhancing skills, giving them an opportunity to become self-sufficient. It is important to keep positive image of our organization and be professional.

Agree

Strongly Agree

Yes

I do.

Strongly Agree

Absolutely!

Yes, I do.

NA

Somewhat Agree

Strongly Agree

Yes

My supervisor treats me with respect.

Strongly agree

Always.

yes

Yes

Yes, very much so.

Agree

Agree

Yes my supervisor is very respectful and friendly.

She does. They all do.

Strongly agree

Yes.

yes

I have a great relationship with my supervisor.

NA

Agree.

Strongly agree

Yes

My supervisor keeps me well informed about management decisions.

Agree

Yes she does.

we get lost of info at staff meetings. Questions seem to be welcomed

Yes

Yes. She is very organized and informative.

Agree

Agree

Yes

I have to agree maybe not all the decisions made by management have to be openly discussed, but if the situation involves the staff I would have to say most if not all do.

Only the ones that pertain to the work we do.

My supervisor only keeps in informed of things that are pertinent tome and or the job I was hired to do. And... I am okay with that.

yes

No additional comments.

NA

Somewhat Disagree

Agree.

Yes

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

Strongly agree

Yes.

mine does

Yes

always and in a nice way.

Agree

Agree

yes she pull me in to her office and gives me suggestion or emails me suggestions.

I've only had my supervisor assigned for me for a short period of time and she does her best in providing me with good feedback when It results to my job performance.

Alternative methods are always welcomed.

Yes.

yes

My supervisor gives me ideas to better implement programming. I believe my supervisor would provide me with suggestions to improve my performance if I was failing an area.

NA

Somewhat Disagree

Agree.

Yes

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

Strongly agree

No.

yes

Yes

Yes, I welcome her input.

Agree

Strongly agree

Yes she has pulled me into the office and asked me how I was doing and asked me about my work.

A few times.

Yes.

yes

There has not been a need.

NA

Agree

Agree.

Yes

My supervisor inspires me to do my best work.

Strongly Agree

Yes.

yes

Yes

Yes. She works hard and she is very efficient.

Agree

Agree

My supervisor motivates to do my best

Agree

Agree - The job.

Yes. However, I truly believe my inspiration mostly comes from the customers.

At times.

No additional comments.

NA

Agree

Agree.

Yes

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

Agree

Yes, she takes everything into consideration in this area.

I'm sure she would

Yes

Yes.

Agree

Agree

yes she understands if we have to take time off to go to doctor appointments.

Agree

Yes.

Yes

My supervisor tries to be as supportive as possible.

NA

Strongly Agree

Agree.

Yes

I am proud to be a member of my team.

Strongly agree

I am so Proud to be a member of the/my team.

yes

Absolutely, a million times YES

Definitely.

Agree

Agree

yes

I enjoy my work

Absolutely!

Yes, we have an excellent team.

No comments.

NA

Strongly Agree. It is a professional honor to work with my colleagues

Strongly Agree.

Yes I am

I have a good friend at work.

Strongly agree

I have several.

iffy

Yes

Yes, Yes, Yes.

Agree

Somewhat Agree

Yes I have several good work friends.

I do.

I have several co-workers that I consider good friends

Yes.

Yes

No comment.

NA

Strongly agree

Agree.

Friend is a strong word. I would say good co-workers that work well as a Team.

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

Strongly agree

Yes, they are dedicated.

yes

Yes

We always help each other and support each other.

Strongly Agree

yes, except one co-worker.

Strongly agree

Yes we help one another whenever we have a chance or I offer to help get things done on time.

Yes, they do.

we do an excellent job when we work together to get things done.

Yes.

yes

No additional comments.

NA

Strongly agree

Agree.

Yes, we always help each other out.

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

Strongly agree

Yes they are supportive.

yes

Yes

I am fortunate to work with such supportive group of people.

Agree

Agree

Yes I feel like many of my coworkers ask me to see how I am doing and feeling and care about me as a person as I do for them.

I can't speak for that person, but I would like to think so.

I hope so.

Yes.

yes

No additional comments.

NA

Agree

Agree.

Yes.

My co-workers are committed to doing quality work.

Agree

Always.

different people have different ideas of quality work - I believe they are

Yes

Yes. We do work beyond and above.

Strongly Agree

Strongly Agree

yes

I believe they do.

we are a great team

Yes.

yes

Everyone works hard and does what is best for the customer.

NA

Agree

Agree.

Yes, always

My team looks for ways to do things better.

Strongly agree

Yes. The team collaborates on how to make our work more effective for our customers.

we seem to do things like they've been done in the past

Yes

Yes. We are open to suggestions and invite new ideas.

Agree

Agree

we are constantly looking for ways to get thing done better not faster because we want quality work.

I have to somewhat agree. For the most of the staff they do look for better ways to improve the success of the participants as for the remaining some are just happy and content with the services we have to offer.

agree but sometimes due to funding and limited time we are unable to do so

Absolutely!

yes

No additional comments.

NA

Somewhat Agree

Agree.

Yes, we all put our input

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

Strongly agree

Everyday.

yes

Yes

Yes. Our program is always going through some changes, it is the nature of today's work environment and this gives me an opportunity to learn new skills and obtain different information.

Agree

Agree

Yes in the past year I have learned many new things that I implement in my daily routine.

I was given the opportunity in a different working environment to which I do enjoy.

I learn every day

Absolutely!

Yes

No additional comments.

NA

Somewhat agree.

Strongly Agree.

Yes, have learned a lot.

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

Agree

Yes.

yes

Yes

Yes.

Agree

Agree

Yes they allow us to grow as individuals and they give us project to grow intellectually.

I would like to think that I have been given the opportunity to improve my skills within the organization by being placed in the work that I have been placed in.

I am always learning

Absolutely! Hence is why I am here, and continue to enjoy my job.

Yes

No additional comments.

NA

Somewhat Agree.

Strongly Agree.

Yes

The organization supports employee development and training.

Agree

Yes. Provides the opportunity to attend trainings to become knowledgeable in areas of our organization.

yes

Yes

Yes. Webinars and workshops are good source of information and training.

Agree

Agree

Yes

I somewhat agree. I would like to see more staff members on top of the game plan and expanding their knowledge of the new and developing changes that are occurring within the workforce. Knowledge is complete power.

we always have the option to view webinars

Yes.

Yes.

Agreed. There are always training opportunities. You just need to ask.

NA

Somewhat Agree. Training opportunities unless they are in the form of webinar are far and few between.

Strongly Agree.

Yes

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

Yes. A discussion was provided at my review.

yes

Yes

Yes. I know the difference between performance levels.

Agree

Somewhat Agree

Yes my supervisor is very clear and thorough and explaining.

I haven't really had one in a while.

Yes.

yes

No additional comments.

NA

Agree

Agree.

Yes

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

Strongly agree

yes.

we get many reminders about the rules and regulations and how things should be done

Yes

All the time.

Strongly Agree

Strongly agree

Yes

Always.

yes.

yes

NA

Agree

Strongly Agree.

Yes.

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

Agree

I believe it is.

yes

Yes

Yes. All the issues (if we have some) are quickly resolved.

Agree

Strongly Agree

In the beginning we were having issues with the temperature but now everything is running smoothly

Everything is good.

Yes.

yes

NA

Agree

Agree.

Yes. Helps us be clean/organized.

I understand the process for reporting workplace injuries.

Strongly agree

Definitely.

yes - if not, ask

Yes

Yes.

Strongly Agree

Agree

Yes and we know where to find the form in case we need to report it to my supervisor.

Yes I do.

Yes.

yes

No additional comments.

NA

Agree

Agree.

Yes

Considering everything, how satisfied are you with your job?

Very Satisfied

I am extremely Satisfied with my job.

satisfied

I am extremely satisfied with my job her at Workforce

I am extremely satisfied.

Very satisfied

satisfied

Very satisfied I enjoy helping customers and my coworkers.

Satisfied.

Very satisfied

I am very satisfied with my job.

I am satisfied with the work I do and with my team of co-workers. We support each and help each other when needed.

No additional comments.

NA

Agree

Very Satisfied

Satisfy

Considering everything, how satisfied are you with your pay?

Extremely satisfied

Yes, I am very satisfied.

very

Extremely satisfied

I am very satisfied.

Very Satisfied

Very Satisfied

Extremely satisfied

Satisfied.

I am very satisfied with my pay.

Getting raises or cost of living would be nice.

No additional comments.

NA

Agree

Very Satisfied.

Anybody would want more pay with what we do, but it is what it is.

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

Extremely satisfied

Very Satisfied.

satisfied

Extremely satisfied

Very satisfied.

Very Satisfied

If we do ever get the opportunity to go back on CalPERS for our retirement plan would be great, only because it is a lif...benefits and our currently retirement plan is not.

Very Satisfied

Extremely satisfied

AT the moment I have no work benefit package.

it could be better

I am satisfied with my benefits package.

Satisfied.

No additional comments.

NA

Satisfied. I feel the pay compensation is fair.

Very Satisfied

Satisfy

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

Extremely satisfied

I very satisfied.

satisfied

Extremely satisfied

I am content and very satisfied with my position.

satisfied

Very satisfied, Thank you.

Satisfied

very satisfied

We've had minimal transfer/promotions within the organization. But when the opportunities present themselves I would say I am satisfied.

we are given opportunities when they are available.

I am not sure. I know that I have the potential to promote/transfer. Nevertheless, in this very moment, there is not an actual opportunity to promote.

satisfied

No additional comments.

NA

Satisfied.

Very Satisfied.

I am happy that we have the opportunity to grow within the company. Look forward to it.

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

Extremely satisfied

Extremely Satisfied. She is always there to direct and guide me.

satisfied

Extremely Satisfied

Extremely satisfied.

Very Satisfied

satisfied

Very Satisfied

satisfied

She tells me what I need to know in order to continue to do my job adequately.

Satisfied

My supervisor shares pertinent information about the organization.

NA

I do not see a lot of opportunity to transfer or be promoted.

Very Satisfied.

Satisfied

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

Very Satisfied

Very Satisfied. Management will take our opinions into consideration.

satisfied

Extremely Satisfied

Very satisfied.

Very Satisfied

satisfied

Very Satisfied

satisfied

I am pretty satisfied.

No additional comments.

NA

Somewhat Satisfied

Very Satisfied.

satisfied

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

Very satisfied

Very Satisfied.

satisfied

Extremely Satisfied

Very satisfied.

Very Satisfied

satisfied

Very Satisfied

I feel good

I am very satisfied. My supervisor has allowed me to attend/participate in trainings without hesitation.

satisfied

No additional comments.

NA

Training was poor. Learning the job was more learning while working.

Very Satisfied.

satisfied

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

Very satisfied

Very Satisfied.

satisfied

Extremely Satisfied

Very satisfied.

Very Satisfied

Very Satisfied

Very Satisfied

There are well explained.

I am satisfied.

satisfied

No additional comments.

NA

satisfied

Very Satisfied.

Satisfied

The technology I use on the job is reliable.

Agree

We live by technology. It is always reliable.

yes

Yes technology is very reliable

Strongly agree. Managers and IT group are quick to resolve any problems.

Agree

Agree

Yes it is always running smoothly

Yes.

Yes.

yes

NA

For the most part agree.

Agree.

Very reliable

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

Agree

Always.

yes

Yes

Always. IT group is very professional and they know the business.

Agree

Agree

Yes when they're might be something going with the equipment they resolve the situation in an orderly fashion.

Yes.

Yes.

yes

NA

Agree

Agree

Yes Agree

Are you a Supervisor?

No

No.

no

No

No

Yes

No

No

No.

No.

no

NA

No

No

No!

How long have you been with the MCWIC?

16-20

20 plus years

Zero to five years

20+ years.

20+

16-20

0-5 years and I enjoy my job and the people that I work for.

11-15 Years

I have been with the MCWIC for 0-5 years.

11-15 years

NA

20+ Years

0-5 years

8 months

How long have you been in your current position?

16-20

Recently, 3.5 years

Zero to five years

20+ years.

20+

11-15

I have been here only a short period of time 0-5 years and I really enjoy my work.

0-5

I have been in my current position for 0-5 years.

11-15 years

NA

0-5 Years

0-5 years

8 months

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

I feel fortunate to work here.

I am happy to be a part of the Organization.

Mostly positive feeling about work. Sometimes feels like supervisors could show more trust in staff by being less hands on for the MINOR things. Most staff know what they need to do - asking after the minor details gives impression you don't trust to do job.

Nope I feel MCWIC is a great place to work.

For many years our budget has been fluctuating, creating uncertainty and in many ways uncomfortable situations. I need to give credit to our management to be able to confront these crisis in a very clever way and be able to keep our office functioning. We have strong management team. Credit will also apply to my co-workers for their team spirit, abilities and adaptabilities.

Wish we had the funding to hire additional staff. Would like to see a staff person dedicated to facilitating Workshops and Assessments.

No I do not have any suggestions at this time.

I still have to agree with what I had mentioned before. Embrace, and have co=worker recognition etc.

Overall, I think MCWIC is a great organization. Working for this organization has allowed me to grow personally and professionally, and for that I am thankful.

None at this time.

NA

My comment on the first survey were too harsh and were the result of something that I was unhappy about. Overall, Madera County Workforce Investment Corps. Is a good place to work.

N/A

NONE



Agenda Item 9.6

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Interim Executive Director

Date: July 19, 2018

Subject: Executive Director Search Process Discussion

Information:

Staff has made some preliminary edits to the Executive Director job description as discussed in Agenda Item 8.10. Staff is requesting a preliminary discussion and direction regarding the possible time line, recruitment documents to be developed, and recruitment strategies desired by the Board.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 9.7

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Interim Executive Director

Date: July 19, 2018

Subject: MCWIC Board of Director Member Recruitment

Information:

There was a preliminary discussion at the last Board meeting regarding recruitment efforts for MCWIC Board members. The Chair and Vice-Chair indicated that they would conduct some outreach and recruitment contacts on behalf of the MCWIC. The By-Laws specify a membership between five (5) and nine (9) individuals representing private sector, non-profit, or faith-based organizations serving Madera County, preferably who have workforce development or related knowledge or experience. Representation from the financial sector seemed of particular interest. Board members may have updates to share regarding any potential contacts made since the May meeting.

Financing:

Workforce Innovation and Opportunity Act